"बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी. 2-22-छत्तीसगढ़ गजट/38 सि. से. भिलाई, दिनांक 30-5-2001."

पंजीयन क्रमांक "छत्तीसगढ़/दुर्ग/ सी. ओ./रायपुर 17/2002."

छत्तीसगढ़ राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 2]   रायपुर, शुक्रवार, दिनांक 9 जनवरी 2004—पौष 19, शक 1925

विषय—सूची

भाग १

राज्य शासन के आदेश

सामान्य प्रशासन विभाग
मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

रायपुर, दिनांक 15 दिसम्बर 2003

क्रमांक बी-1-41/2003/4/एक.—इस विभाग का समसंख्यक आदेश दिनांक 18-11-2003 जो श्री एम. एस. परस्ते, रा. प्र. से. (आर. आर.-87, प्रवर श्रेणी) स्थानापन्न उप सचिव, आदिमजाति एवं अनुसूचित जाति विकास विभाग की अपर कलेक्टर, नारायणपुर जिला बस्तर के पद पर पदस्थापना संबंधी है, उक्त आदेश, आगामी आदेश तक स्थगित रखा जाता है.

संचालक, मुद्रण तथा लेखन सामग्री, छत्तीसगढ़ द्वारा शासकीय क्षेत्रीय मुद्रणालय, राजनांदगांव से मुद्रित तथा प्रकाशित—2004.

रायपुर, दिनांक 15 दिसम्बर 2003

क्रमांक बी-1-44/2003/4/एक.—श्री अनिल टुटेजा (आर.आर.-89, रा.प्र.से., प्रवर श्रेणी) स्थानापन्न उप सचिव, छत्तीसगढ़ शासन, पंचायत एवं ग्रामीण विकास एवं राजस्व विभाग को तत्काल प्रभाव से, अस्थाई रूप से, आगामी आदेश तक उप सचिव, मुख्यमंत्री सचिवालय एवं उप सचिव, छत्तीसगढ़ शासन, जनसम्पर्क विभाग के पद पर पदस्थ किया जाता है.

रायपुर, दिनांक 23 दिसम्बर 2003

क्रमांक बी-1-44/2003/4/एक.—श्री डी. सी. पाण्डे, रा.प्र.से. (आर.आर.-81, वरिष्ठ प्रवर श्रेणी) अपर कलेक्टर, रायपुर को तत्काल प्रभाव से, अस्थाई रूप से, आगामी आदेश तक, स्थानापन्न संयुक्त सचिव, मुख्यमंत्री सचिवालय पदस्थ किया जाता है.

रायपुर, दिनांक 24 दिसम्बर 2003

क्रमांक बी-1/47/2003/एक/4.—श्री संजीव बक्शी, रा.प्र.से. (पी-92) अवर सचिव, मुख्यमंत्री सचिवालय, को अस्थाई रूप से, आगामी आदेश तक, अवर सचिव, छत्तीसगढ़ शासन, महिला एवं बाल विकास विभाग पदस्थ किया जाता है.

(2) श्री अभय कुमार मिश्रा, रा.प्र.से. (पी-94) को अस्थाई रूप से, आगामी आदेश तक, अवर सचिव, छत्तीसगढ़ शासन, वाणिज्य एवं उद्योग तथा सार्वजनिक उपक्रम विभाग पदस्थ किया जाता है.

(3) श्री जी. आर. मालवीय, अवर सचिव, छत्तीसगढ़ शासन, वाणिज्य एवं उद्योग तथा खनिज साधन विभाग को तत्काल प्रभाव से उसी हैसियत में ग्रामोद्योग विभाग में पदस्थ किया जाता है.

(4) इस विभाग के आदेश क्रमांक 3038/2003/1-8 दिनांक 21-8-2003 द्वारा श्री विलियम कुजूर, अवर सचिव, छत्तीसगढ़ शासन, सामान्य प्रशासन विभाग को महिला एवं बाल विकास विभाग में पदस्थ किया गया था, में आंशिक संशोधन करते हुए श्री कुजूर को उसी हैसियत में खनिज साधन विभाग में पदस्थ किया जाता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
एस. के. मिश्र, मुख्य सचिव.

रायपुर, दिनांक 27 दिसम्बर 2003

क्रमांक बी-1-48/2003/4/एक.—श्री बी. डी. प्रधान, रा.प्र.से. (पी-90, वरिष्ठ श्रेणी) उपायुक्त, भू-अभिलेख, बिलासपुर को तत्काल प्रभाव से, अस्थाई रूप से, आगामी आदेश तक, राज्यमंत्री (स्वतंत्र प्रभार) महिला एवं बाल विकास तथा समाज कल्याण के विशेष सहायक के पद पर पदस्थ किया जाता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
पंकज द्विवेदी, प्रमुख सचिव.

रायपुर, दिनांक 22 दिसम्बर 2003

क्रमांक 2629/2122/2002/1/2/लीव.—श्री उजागर सिंह, प्रबंध संचालक, छ. ग. राज्य कृषि विपणन बोर्ड, रायपुर को दिनांक 26-12-2003 से 1-1-2004 तक (7 दिवस) का अर्जित अवकाश स्वीकृत किया जाता है, साथ ही दिनांक 25-12-2003 को शासकीय अवकाश जोड़ने की अनुमति दी जाती है.

2. अवकाश से लौटने पर श्री उजागर सिंह, भा. प्र. से. आगामी आदेश तक प्रबंध संचालक, छ. ग. राज्य कृषि विपणन बोर्ड रायपुर के पद पर पुनः पदस्थ होंगे.

3. अवकाश काल में श्री उजागर सिंह, भा. प्र. से. को अवकाश वेतन एवं अन्य भत्ते उसी प्रकार देय होंगे जो उन्हें अवकाश पर जाने के पूर्व मिलते थे.

4. प्रमाणित किया जाता है कि यदि श्री उजागर सिंह, भा. प्र. से. अवकाश पर नहीं जाते तो अपने पद पर कार्य करते रहते.

रायपुर, दिनांक 24 दिसम्बर 2003

क्रमांक 2646/2166/2003/1/2/लीव.—श्री एम. के. राउत, सचिव, पंचायत एवं ग्रामीण विकास विभाग को दिनांक 26-12-2003 से 6-1-2004 तक (12 दिवस) का अर्जित अवकाश स्वीकृत किया जाता है, साथ ही दिनांक 25-12-2003 को शासकीय अवकाश जोड़ने की अनुमति दी जाती है.

2. अवकाश से लौटने पर श्री एम. के. राउत, भा.प्र.से. को आगामी आदेश तक सचिव, पंचायत एवं ग्रामीण विकास विभाग के पद पर पुनः पदस्थ होंगे.

3. अवकाश काल में श्री एम. के. राउत, भा.प्र.से. को अवकाश वेतन एवं अन्य भत्ते उसी प्रकार देय होंगे जो उन्हें अवकाश पर जाने के पूर्व मिलते थे.

4. प्रमाणित किया जाता है कि यदि श्री एम. के. राउत, भा. प्र. से. अवकाश पर नहीं जाते तो अपने पद पर कार्य करते रहते.

रायपुर, दिनांक 26 दिसम्बर 2003

क्रमांक 2667/2126/2003/साप्रवि/2/लीव.—श्री एस. व्ही. प्रभात, भा.प्र.से. को दिनांक 19-11-2003 से 19-12-2003 तक (30 दिवस) का अर्जित अवकाश स्वीकृत किया जाता है. साथ ही दिनांक 20, 21-12-2003 को शासकीय अवकाश जोड़ने की अनुमति भी दी जाती है.

2. श्री प्रभात को अवकाश वेतन एवं भत्ते उसी प्रकार देय होंगे जो उन्हें अवकाश पर जाने के पूर्व मिलते थे.

3. प्रमाणित किया जाता है कि श्री प्रभात यदि अवकाश पर नहीं जाते तो अपने पद पर कार्यरत रहते.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
के. के. बाजपेयी, अवर सचिव.

कृषि विभाग

मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

रायपुर, दिनांक 26 दिसम्बर 2003

क्रमांक 5836/डी-15/169/2003/14-3.—इस विभाग की अधिसूचना क्रमांक 4931/डी.-15/169/2003/14-3 दिनांक 29-8-2003 की पांचवी पंक्ति में वाक्यांश "खसरा नं. 347 एवं 366 की 5.06 हेक्टेयर" के स्थान पर वाक्यांश "खसरा नं. 347 एवं 366 की 206 हेक्टेयर" भूमि प्रतिस्थापित किया जाता है.

Raipur, the 26th December 2003

No. 5836/D-15/169/2003/14-3.—In the fifth line of this departments notification No. 4931/D-15/169/14-3 dt. 29-8-2003 the phrase "5.06 hectare of Khasara No. 347 and 366", is substituted by phrase "2.06 hectare of Khasara No. 347 and 366."

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
सी. एल. जैन, उप-सचिव.

आवास एवं पर्यावरण विभाग

मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

रायपुर, दिनांक 26 दिसम्बर 2003

अधिसूचना (संशोधित)

क्रमांक 2336/एफ-3-10/99/बत्तीस/02.—राज्य शासन द्वारा विभागीय आदेश क्रमांक 162/एफ-3-10/99/बत्तीस/02, रायपुर दिनांक 20 जनवरी 2003 में ग्राम तेलीबांधा जिला-रायपुर के खसरा क्रमांक 616/6 कुल रकबा 1.202 हेक्टेयर भूमि की सूचना में उल्लेखित भूमि उपयोग कृषि का उपांतरित कर सार्वजनिक एवं अर्ध सार्वजनिक उपयोग करने की पुष्टि करने तथा उसे अंगीकृत रायपुर विकास योजना (उपांतरित-2011) का एकीकृत भाग का घोषित करने बाबत प्रकाशित किया गया है, में खसरा नं. 616/6 के स्थान पर 615/6 संशोधित किया जाता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
के. सी. यादव, विशेष सचिव.

Home Department
Mantralaya, Dau Kalyan Singh, Bhawan, Raipur

Raipur, the 7th November 2003

No. F-4-192/Home-C/2003.—In pursuance of the provisions of Section 28-A of the Representation of the People Act, 1951 and in view of the directions contained in the Election Commission of India's Order No. 434/1/ESO 26/94/MCS, dated 24th October 1994, the Government of Chhattisgarh hereby designates the following Police Officers for the purpose of conduct of the General Election to State Legislative Assembly, to be held in the month of December 2003, namely :—

1. Director General/Addl. Director Generals and Inspector General of Police, Chhattisgarh State, Raipur, and

2. All the police officers below the rank of Director General of Police upto the rank of constable borne on the strength of the State Government enstrusted with duties in connection with the conduct of General Election to the State Legislative Assembly to be held in the month of December 2003.

This order shall be effective from 07 November, 2003 and shall remain in force in force till the date of declaration of the results of the said election.

By order and in the name of the Governor of Chhattisgarh,
BRAJESH CHANDRA MISHRA, Deputy Secretary.

उच्च शिक्षा, तकनीकी शिक्षा, जनशक्ति नियोजन, विज्ञान एवं प्रौद्योगिकी विभाग.
मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

रायपुर, दिनांक 23 अक्टूबर 2003

क्रमांक एफ-73-45/2003/उ.शि./38.—राज्य शासन, छत्तीसगढ़ निजी क्षेत्र विश्वविद्यालय (स्थापना और विनियमन) अधिनियम, 2002 की धारा 25 (2) के अंतर्गत नेटवर्क्ड यूनिवर्सिटी आफ मल्टीमोडल ग्लोबल, एजूकेशन एक्सचेंज, भिलाई के शासी निकाय द्वारा प्रस्तुत, विश्वविद्यालय की प्रथम संविधियों को उप नियम (4) के अंतर्गत सहमति प्रदान करता है तथा उप नियम (5) के अंतर्गत प्रस्तुत 26 प्रथम संविधियां अनुमोदित करता है.

यह संविधियां राजपत्र में प्रकाशन तिथि से प्रभावशील होंगी.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
आर. सी. सिन्हा, सचिव.

Networked University of Multi-modal Global Education eXchange

Established under Section 5 of the Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman) Adhiniyam, 2002 (Chhattisgarh Adhiniyam No. 2 of 2002), vide Notification No. F73-45/2003/HE/38 Dated 29-04-2003 of Government of Chhattisgarh

FIRST STATUTES

Made in accordance with the provisions under section 25 of the Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman) Adhiniyam, 2002 (Chhattisgarh Adhiniyam No. 2 of 2002)

Statue 1.0: Short Title, Extent and Commencement

a. These Statutes shall, here-in after called, "The FIRST STATUTES of Networked University of Multi-modal Global Education eXchange, 2003"

b. The First Statutes are applicable to 'Networked University of Multi-modal Global Education eXchange' and any matter relating to or and incidental thereto.

c. The First Statutes shall come into force on the date of publication of the First Statutes by the Government of Chhattisgarh in the Official Gazette.

d. The Registered office of the Networked University of Multi-modal Global Education eXchange shall be situated at Bhilai, Distt. Durg, Chhatisgarh.

Definitions

In these First Statutes, unless and otherwise the context demands:

a. Act means, the Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman) Adhiniyam, 2002 (Chhattisgarh Adhiniyam No. 2 of 2002).

b. Academic Year means the period from July 1 of any year to June 30 of the following year.

c. Ad-hoc committee means a committee constituted under the Statute 16.0 of these First Statutes.

d. Affiliation means and includes recognition of colleges, association of colleges located in or outside Chhattisgarh including overseas, and admission of such colleges under the University for the purpose of conducting the educational, professional and vocational programs of the University.

e. Authorities mean authorities mentioned under Section 19 of the Act and under Statute 8.0, 9.0, 10.0 of these First Statutes.

f. Academic Council means the Academic Council constituted under Section 22 of the Act and under Statute 10.0 of these First Statutes.

g. Board means the Board of Management of the University constituted under Section 21 of the Act and Statute 9.0 of these First Statutes.

h. Chancellor means the Chancellor of the University as mentioned in Section 14 of the Act and Statute 3.0 of these First Statutes.

i. Committee means all committee constituted under Statute 11.0,12.0,13.0,14.0,15.0 and 16.0 of these First statutes.

j. Common Seal means the authoritative seal of the University established under Section 6 of the Act.

k. Course includes programs and courses of studies imparted in the classroom framework, distance mode and virtual campus.

l. Distance education includes the education / courses / programs provided to students on off campus mode.

m. Fund means the fund established under Section 7 of the Act.

n. Financial Year means the period commencing on the 1st April of any year and ending with 31st March of the following year.

o. Finance Committee means the Finance Committee constituted under Section 23 of the Act and Statute 13.0 of these First Statutes.

p. Government means the Government of the State of Chhattisgarh.

q. He includes She and His includes Her;

r. Institute means by institute constituted as part of the University to deal in different disciplines, located within or outside the state of Chhattisgarh or overseas.

s. Manual of Instructions includes all rules, procedures, instructions and systems laid down by various committees, Boards, authorities, Officers of the University for the purpose of smoothly conducting the business of the University.

t. Ordinance means ordinance issued by the University as prescribed by Section 27 of the Act.

u. Rules means the Rules made under Section 36 of the Act.

v. Regulations mean Regulations made under Section 37 of the Act.

w. State means the States of India formulated under the relevant legislation of the Parliament.

x. Statutes means the Statutes made under Section 25 and 26 of the Act and includes the amendments, alternations and modifications of the Statutes.

y. Sponsor means the EDULINK Educational Society registered under the provisions of Chhattisgarh Society Registration Act, 1973 vide Society Registration No. Chhattisgarh State - 347 Dated 26-03-2003.

z. Student means a student of the University and includes any person who is enrolled to pursue any course of study at the University.

aa. Staff means the teaching and non-teaching employees of the university who are on direct permanent payroll of the University and does not include any casual, temporary, contractual, ad-hoc employees or visiting persons who may be engaged for a specific assignment or task.

bb. University means the Networked University of Multi-modal Global Education eXchange established under Section 5 of the Act and will have the same meaning as stated in the University Grants Commission Act, 1956.

cc. Vice-chancellor means the Vice-chancellor of the University appointed within the meaning of Section 15 of the Act and Section 3.0 of these First Statutes.

dd. Virtual Campus includes the education / courses / programs provided to students through E-learning / website / CD-ROM etc.

ee. Visitor means the Visitor as defined under Section 13 of the Act.

Statute 2.0: Appointment and powers of the Chancellor

a. The Chancellor shall be appointed by the Sponsor with the prior approval of the Visitor.

b. The term of office of the Chancellor shall be three years, and he may be re-appointed for successive terms, at the pleasure of the Sponsor.

c. The Chancellor shall be the Chairman of the Governing Body and the head of the University.

d. The Chancellor shall preside over the Convocation of the University, when the visitor is not present.

e. The Chancellor shall have the following powers:
   i. To call for any information on record.
   ii. To appoint the Vice-Chancellor.
   iii. To remove the Vice-Chancellor.
   iv. Such other powers as may be delegated to him by the Governing Body.

f. If in the opinion of the Sponsor, the actions of the Chancellor are found to be in any way detrimental to the interests of the University, the Sponsor shall appoint such other person as may be found appropriate in the position of Chancellor to succeed the person so acting. Provided that, the Sponsor shall seek the prior approval of the Visitor before appointing such other person as the Chancellor. The Sponsor may stipulate the date from which such other person shall assume the office of the Chancellor.

g. The Sponsor from time to time decides on the Honorarium and / or the pay and / or allowances to be paid to the Chancellor and / or perquisites to be provided to the Chancellor.

h. In absence of the Vice-Chancellor due to any reason, the Chancellor can appoint any suitable person to perform all the functions of the Vice-Chancellor.

i. If in the opinion of the Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary in consultation and approval of the sponsor and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter within seven days:

   Provided that if in the opinion of the concerned authority such action should not have been taken by the Chancellor then such case shall be referred to the Governing Body whose decision thereon shall be final.

   Provided further that where any such action taken by the Chancellor affects any person in the service of the University such person shall be entitled to prefer, within thirty days from the date on which such action is communicated to him, an appeal to the Governing Body and the Governing Body may confirm or modify or reverse the action taken by the Chancellor.

j. In case of any deadlock in the functioning of the University or any exigency or any immediate action is to be taken on any matter by the University in any regard, the Chancellor will have the power to issue the necessary actions, directives and guidelines in order to overcome or avert the deadlock and to take immediate actions as required at that point of time in consultation and approval of the sponsor. The Chancellor will place the taken actions, directives and guidelines in the next Governing Body meeting for its approval.

k. The office of the Chancellor may be located anywhere in India or overseas.

Statute 3.0: Appointment, Powers and responsibilities of the Vice-Chancellor

a. The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body. The recommendation of the name(s) for the post Vice-Chancellor will be done after the due approval of the Sponsor.

b. The term of office of the Vice-Chancellor shall initially be Four years, and he may be re-appointed for successive term(s) by the Chancellor after recommendation of the Governing Body and due approval of the Sponsor.

c. The Vice-Chancellor shall be the principal executive and academic officer of the University and also the ex-officio member of the Governing Body, Board of Management, Academic Council, and such other Committees that may be set up by the Governing Body or the Board from time to time.

d. The Vice Chancellor shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of the various authorities of the University, and shall exercise such powers and perform such duties as may be prescribed by the Act and the Statutes.

e. In absence of the Visitor and Chancellor, the Vice-Chancellor shall preside over the Convocation.

f. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter within seven days:

Provided that if in the opinion of the concerned authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University such person shall be entitled to prefer within thirty days from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.

g. If in the opinion of the Vice-Chancellor any decision of any authority of the University is outside the powers conferred by the Act, Statutes or Ordinances or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within seven days from the date of his decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within seven days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

h. If at any time upon representation being made or otherwise, and after making such enquiries as may be deemed necessary, the Chancellor with approval / recommendation of Sponsor by an order in writing stating the reasons therein, may ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

i. The Vice-Chancellor shall have the power to sanction the expenses or purchase of any equipments or items or any required material for the university with the prior consent and approval of the sponsor.

j. If in the opinion of the Sponsor, the actions of the Vice-Chancellor are found to be in any way detrimental to the interests of the University, the Sponsor can recommend the Chancellor to appoint such other person as may be found

appropriate in the position of Vice-Chancellor to succeed the person so acting. The Sponsor may stipulate the date from which such other person shall assume the office of the Vice-Chancellor.

Statute 4.0: Appointments, powers and Responsibilities of the Registrar

a. The Registrar shall be appointed by the Vice-Chancellor, based on the recommendation of the Selection Committee appointed for the purpose, with the approval of the Chancellor. Alternatively, the Sponsor may send the Registrar on deputation.

b. The selection committee shall consist of the following members:
   i) One representative of the Chancellor.
   ii) One representative of the Sponsor who is also a member of the Governing Body.
   iii) One expert nominated by the Board of Management, who is not in any way connected with the University,

c. The term of office of the Registrar shall be as mentioned in the order of his appointment by the Vice-Chancellor.

d. The Registrar shall have such qualifications and experience as may be prescribed by the Board of Management from time to time.

e. The Registrar shall draw such emoluments as decided by the Sponsor from time to time.

f. The Registrar shall undertake such function as may be specified by the Governing Body or the Board of Management or the Vice-Chancellor.

g. The Registrar shall be the ex-officio secretary of the Governing Body, Board of Management, the Academic Council and such other authorities and bodies as may be constituted by or under the Act or the Statutes or the Ordinances.

h. The Registrar shall have the power to sanction for the expenses or purchase of any equipments or items or any required material for the university with the prior consent and approval of the sponsor.

i. The Registrar shall report to the Vice-Chancellor.

j. The following shall be the duties of the Registrar:

   (i) To be the custodian of the records, common seal and such other property of the University as the Governing Body or the Board, shall commit to his charge.

   (ii) To conduct the official correspondence behalf of the authorities of the University.

   (iii) To collect all income and disburse the same for the purpose of the University as sanctioned by the Vice-Chancellor or Board of Management.

   (iv) To make Agenda and issue Notices of meetings of the authorities of the University and all committees and sub-committees appointed by any of these authorities with the approval of the Vice-Chancellor / Chairman of the authorities or Committee.

   (v) To keep the minutes of the meetings of all the authorities of the university and of all the committees and sub-committees appointed by any of these authorities and circulate the same among the members, with the approval of the Vice -Chancellor / Chairman of the authorities or Committee.

(vi) To represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his representatives for this purpose.

(vii) To enter into agreements, contracts on behalf of the University and make amendments and alterations in the terms of such agreements or contracts as may be directed by the Board.

(viii) To sign documents and authenticate records on behalf of the University.

(ix) To submit information, reports and documents to the Government and conduct liaison with the Sate Government, Central Government, University Grants Commission and other Government authorities.

(x) To generally supervise the administrative functions of the University.

(xi) To supervise and manage the conduct of the Examinations of the University, subject to control of the Vice-Chancellor.

(xii) To supervise and manage the infrastructural development and establishment work of the university, subject to the Control of the Governing Body or Board of Management.

(xiii) To supervise and manage the Library and its related activities of the university, subject to the control of the Vice-Chancellor.

(xiv) To perform such other duties as may be specified by the Board of Management or the Vice-Chancellor from time to time.

Statute 5.0: Appointment, powers and responsibilities of the Chief Finance & Accounts Officer

a. The Chief Finance & Accounts Officer shall be appointed by the Vice-Chancellor based on the recommendation of the Selection Committee appointed for the purpose, with the approval of the Chancellor. Alternatively, the sponsor may send Chief Finance and Accounts Officer on deputation.

b. The selection committee shall consist of:

(i) The Registrar.
(ii) One representative of the Chancellor.
(iii) One representative of the Sponsor who is also a member of the Governing Body.
(iv) One expert nominated by the Board of Management, who is not in any way connected with the University.

c. The Chief Finance & Accounts Officer shall have such qualifications and experience as may be prescribed by the Board of Management from time to time.

d. The Chief Finance & Accounts Officer shall draw such salary, allowances and entitled the perquisites as decided by the Sponsor from time to time.

e. The term of office and the terms of appointments of the Chief Finance & Accounts Officer shall as mentioned in his order of appointment by the Vice-Chancellor.

f. The Vice-Chancellor may appoint a person to officiate as the Chief Finance and Accounts Officer, in the event of temporary absence of the Chief Finance and Accounts Officer.

g. The Chief Finance & Accounts Officer shall exercise general supervision over the funds of the University and shall have such powers and responsibilities as may be delegated or assigned to him by the Board of Management or the Finance Committee or the Vice-Chancellor or the Registrar.

h. The Chief Finance & Accounts Officer shall report to the Registrar.

Statute 6.0: The Controller of Examination

a. The Controller of Examination shall be appointed by the Vice-Chancellor based on the recommendation of the Selection Committee appointed for the purpose, with the approval of the Chancellor.

b. The selection committee shall consist of:
   (i) The Registrar.
   (ii) One representative of the Chancellor.
   (iii) One representative of the Sponsor who is also a member of the Governing Body.
   (iv) One expert nominated by the Board of Management, who is not in any way connected with the University,

c. The Controller of Examination shall have such qualifications and experience as may be prescribed by the Board of Management from time to time.

d. The Controller of Examination shall draw such salary, allowances and entitled the perquisites as decided by the Sponsor from time to time.

e. The term of office and the terms of appointments of the Controller of Examination shall as mentioned in his order of appointment by the Vice-Chancellor.

f. The Vice-Chancellor may appoint a person to officiate as the Controller of Examination, in the event of temporary absence or till such time the regular appointment of Controller of Examination is made.

g. The Controller of Examination shall exercise powers and functions as under:

   (i) to control the conduct of Examination and necessary arrangements in this respect;
   (ii) to make suitable arrangements with respect to the examination centres and the setting and printing of question papers and the supply of question papers to such centres;
   (iii) to make necessary arrangements for assessment and revaluation of answer books in such manner as may be specified by the Vice-Chancellor;
   (iv) to take steps for appointments of tabulators and checking of result;
   (v) to suoervise the declaration and publication of examination result; and
   (vi) to perform such other functions as may be required by the Vice-Chancellor.

h. The Controller of Examination shall report to the Registrar.

Statute 7.0: The Director Registration and Admission

a. The Director Registration and Admission shall be appointed by the Vice-Chancellor based on the recommendation of the Selection Committee appointed for the purpose, with the approval of the Chancellor.

b. The selection committee shall consist of:

   (i) The Registrar.
   (ii) One representative of the Chancellor.

(iii) One representative of the Sponsor who is also a member of the Governing Body.
(iv) One expert nominated by the Board of Management, who is not in any way connected with the University.

c. The Director Registration and Admission shall have such qualifications and experience as may be prescribed by the Board of Management from time to time.

d. The Director Registration and Admission shall draw such salary, allowances and entitled the perquisites as decided by the Sponsor from time to time.

e. The term of office and the terms of appointments of the Director Registration and Admission shall as mentioned in his order of appointment by the Vice-Chancellor.

f. The Vice-Chancellor may appoint a person to officiate as the Director Registration and Admission, in the event of temporary absence or till such time the regular appointment of Director Registration and Admission is made.

g. The Director Registration and Admission shall exercise powers and functions as under:

(i) to undertake and supervise the registration and admission process and to make necessary arrangements in this respect;
(ii) to look into the disputes and equivalence of eligibility criteria;
(iii) to perform such other functions as may be required by the Vice-Chancellor.

h. The Director Registration and Admission shall report to the Registrar.

Statute 8.0: The Governing Body

The Governing Body shall be the supreme authority of the University.

Statute 8.1: Constitution of the Governing Body

The Governing Body shall consist of the following members:
(i) The Chancellor.
(ii) The Vice-Chancellor.
(iii) Three persons nominated by the Sponsor.
(iv) One nominee of the Government.
(v) One educationist of repute to be nominated by the Government.
(vi) One academician to be nominated by the Visitor.

Statute 8.2: Term of the Governing Body

a. The members of the Governing Body shall have a term of 3 years.

b. If in the opinion of the Chancellor, a member of the Governing Body acts in a way detrimental to the interests of the University, the Chancellor may, with approval of the nominating authority, ask such member to relinquish his office from such date as may be specified.

Statute 8.3: Disqualification of the Members of the Governing Body

The members of the Governing Body shall cease to members under the following circumstances:

(i) If the individual member is convicted in a court of law or any criminal act including acts of moral turpitude or for any other reason and no stay order has been passed by the higher court against conviction.

(ii) If in the opinion of the Chancellor, a member of the Governing Body acts in a way detrimental to the interests of the University, the Chancellor may, with approval of the nominating authority, ask such member to relinquish his office from such date as may be specified.

Statute 8.4: Power of the Governing Body

a. The Governing Body shall have the following powers:

(i) To appoint Auditors of the University.
(ii) To oversee the performance and review the decisions of other authorities of the University in case they are not in conformity with the Act, Rules, Statutes or Ordinances.
(iii) To approve the annual report and Accounts of University.
(iv) To lay down policies to be followed by the University.
(v) To take decision about the voluntary liquidation of the University.
(vi) To delegate such powers as it may deem fit to the Board of Management and other authorities or officers of the University.

b. The Governing Body shall perform such other functions, as it may deem necessary for proper functioning and administration of the University.

Statute 8.5: Emergency Powers of Governing Body

a. In case of any deadlock in the Board or any authority of the University affecting the operations of the University, emergency powers are vested with Governing Body to do all necessary things including superceding the Board or any other authority of the University and forming a new Board or any other authority to facilitate smooth functioning of the University.

b. The emergency powers of the Governing Body shall be exercised only when there is a written report sent by the Registrar or any member of the Governing Body to the Chancellor or the Vice-Chancellor about the deadlock in the Board or any other authority of the University, and when the operations of the University cannot be conducted in the normal course.

c. Upon receipt of such a written report, the Chancellor or the Vice-Chancellor shall direct the Registrar to convene a special meeting of the Board within 7 days, for restoration of normalcy in operations. In the event of Registrar not convening such a special meeting, the Chancellor shall convene such a meeting.

d. The decisions taken be the Governing Body and implemented by the officers under this clause shall be final and binding on all the Members of the board or any other authority of the University and on all the members of the Governing Body.

Statute 8.6: Meetings of the Governing Body

a. The Governing Body shall meet at least twice in a calendar year, on any working day, at the headquarters of the university or any other location as may be agreed by majority of the members. The meetings may be held either by physical presence in one location or through technology-supported virtual meetings.

b. The Chancellor shall be the Chairman of the Governing Body and shall preside over the meetings of the Governing Body. In absence of the Chancellor, the Vice-Chancellor shall preside over the meeting.

c. A notice of 21 days shall be given to the members stating the agenda for the meeting. A notice less than 21 days may be considered sufficient if majority of the members agree to such a shorter notice.

d. The quorum of the meeting shall be 4 members present in person or participating synchronously.

e. Each member of the Governing Body including the presiding officer shall have one vote and decisions at the meeting shall be adopted by simple majority. In case of a tie, the presiding officer shall have a casting vote.

f. The presiding officer of the meeting shall cause the minutes of the meeting to be recorded and circulated to the members within a period of 15 days from the date of such meeting.

Statute 8.7: Extraordinary meeting of The Governing Body

a. In the event of exigency, the Chancellor or the Vice-Chancellor with the concurrence of the Chancellor may call for extraordinary general meeting of the Governing Body.

b. The Sponsor, may, in the event of exigency and / or in the interest of the administration of university, request the Chancellor, or in his absence, the Vice-Chancellor either to call for an extraordinary meeting or circulate the resolution among the members of the Governing Body.

c. The Chancellor or the Vice-Chancellor with the concurrence of the Chancellor, may, under exigencies, obtain the consent of the Governing Body by circulating appropriate resolution among its members, and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Governing Body.

Statute 9.0: The Board of Management

The Board of Management shall be the principal executive body of the University.

Statute 9.1 Constitution of the Board Of Management

a. Following members shall constitute the Board:
   (i) The Vice-Chancellor.
   (ii) One representative to the nominated by the State Government.
   (iii) Two representatives to be nominated by the Sponsor.
   (iv) Senior most Professor of the University to be nominated by the Chancellor.

b. The Vice-Chancellor shall be the Chairman of the Board and the Registrar shall be the Member Secretary.

c. The Vice-Chancellor shall preside over the meetings of the Board and in the absence of the Vice-Chancellor, the Registrar shall conduct the proceedings of the meeting.

d. The tenure of the members of Board of Management shall be three years, except in the case of Ex-officio members.

Statute 9.2 Disqualifications of the Members of the Board of Management

The members of the Board of Management shall cease to members under the following circumstances:

(i) If the individual member is convicted in a court of law for any criminal act including acts of moral turpitude or for any other reason and no stay order has been passed by the higher court against conviction.

(ii) If in the opinion of the Chancellor, a member of the Board acts in a way detrimental to the interests of the University, the Chancellor may, with approval of the nominating authority, ask such member to relinquish his office from such date as may be specified.

Statute 9.3: Meeting of the Board

a. The Board of the Management shall meet as often as necessary, and at least once in three calendar months. The meetings may be held either by physical presence in one location or through technology-supported virtual meetings.

b. The meetings shall be called by the Registrar.

c. A notice of 7 days shall be given for the meeting, provided that an emergency meeting may be convened, at the discretion of the Vice Chancellor, at the discretion of the Vice Chancellor, at a short notice.

d. The quorum of the meeting shall be 3 members present in person or participating synchronously.

e. Each member of the Board including the Chairman / Presiding officer shall have one vote and decisions at he meeting shall be taken by simple majority. In case of a tie, the Presiding officer shall exercise a casting vote.

f. The Registrar shall cause recording of minutes of the meeting, with the approval of the Vice-Chancellor and circulate them to the members concerned within a period of 15 days from the date of conduct of the meeting.

g. The Vice-Chancellor, may, under exigencies, obtain the consent of the Board by circulating appropriate resolution among its members, and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meting of the Board.

Statute 9.4: Powers of Board of Management

The Board of Management shall have the powers to take all the necessary decisions for smooth and efficient functioning of the University. The powers shall, interalia, include; but not limited to, the following:

A. Financial matters:

a. To consider the budget as recommended by the Finance Committee and to approve the same with or without modifications.

b. To manage and administer the revenues and properties of the University and to conclude all administrative affairs of the University not otherwise specifically provided for.

c. The manage and regulate the finance, accounts, investments, property and all other administrative affairs of the University and for that purpose to appoint such agents as it may deem fit.

d. To open account or accounts of the university with any one or more scheduled banks and to lay down the procedure for operating the same.

e. To draw, accept, make, endorse, discount and negotiate securities of the Government, promissory notes, bills and exchange, cheques or other negotiable instruments.

f. To issue appeals for funds for carrying out the objects of the University.

g. To receive grants, donations, contributions, gifts, prizes scholarship, fee and other moneys, and to give grants and donations, to award prizes, scholarships etc.

h. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purposes of the University, and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.

i. To acquire intellectual property rights, copy rights, trade marks and the like from any institution or organization, on such terms and conditions as the Board may determine, and pay such compensation for the acquisition as may be just and equitable.

j. To transfer or accept transfers of any moveable property on behalf of the University.

k. To execute in consultation with the Holding Trustees (if any) / Sponsor, conveyance, transfer, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purpose of the University.

l. To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit.

m. To invest the funds of the University or money entrusted to the University, in such securities and in such manner as it may deem fit and from time to time transpose any investment.

n. In consultation with the Holding Trustees (if any) / Sponsor, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities by providing properties and assets of the University as security, or borrow money without any securities, and upon such terms and conditions as it may think fit, and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.

o. To maintain and operate the General Fund as stipulated in Section 7.0 and 8.0 of the Act;

p. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such from as may be prescribed by Regulations and submit the same to the Governing Body for their approval.

B. Appointments:

a. To create teaching and academic posts and to decide on the number, qualifications and cadres thereof, and to determine the emoluments of such posts.

b. To appoint Directors, Principals, Deans, Professors, Associate Professors and other senior academic and operational staff, as may be necessary.

c. To lay down rules with respect to emoluments and duties for the various academic and non-academic staff recruited by the University.

d. To lay down rules for appointment of Visiting Fellows and Visiting Professors and their emoluments.

e. To appoint internal auditors to undertake audit of the various functions of the University.

f. To appoint any external organization / agency with the responsibility of managing the university on behalf of the sponsor.

g. To appoint any external organization / agency to impart the training to the employees of the university in various streams of study.

h. To appoint any external organization / agency to provide the placement to the students of the university.

C. Academic Matters:

a. To generally lay down, in consultation with the Academic Council, the academic policies, education and teaching standards and policies relating to student admission, examinations and awards of degrees, diplomas and certificates and other academic awards or distinctions.

b. To establish, on the advice of the Academic Council, Division and Departments for the academic work and functions of the University and to allocate areas of Study, Teaching and Research to them.

c. To lay down policy in relation to fees and other charges payable by the students of the University.

d. To institute Fellowships, Scholarships, Studentship, Medals and Prizes in accordance with the Regulations.

e. To consider and recommend to the Governing Body for national / international linkages with the Indian / Foreign Universities / Research Establishments to undertake research, consultancy, academic programme etc. of mutual interest.

f. To lay down rules regarding the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personal appointed for examinations, in consultation with the Academic Council and the Finance Committee.

D. Student Matters and Discipline:

a. To regulate and enforce discipline among the employees and the students of the University and to take appropriate discipline action, wherever necessary.

b. To entertain and adjudicate upon any grievance of the employees and students of the University; and to set up Committees for attending to such grievances.

c. To establish and regulate the maintenance of hostels for the students of the University and recognize hostels established by outside parties on the basis of the recommendations of a committee established for the purpose.

E. Administrative and Legal matters:

a. To approve contracts and works.

b. To create administrative, ministerial and other necessary posts and fix compensation for persons recruited to such posts.

c. To grant leave of absence to the Vice-Chancellor or any other officer of the University and to make necessary arrangements to carry out the functions of such officers proceeding on leave during their absence.

d. To Conduct inspections and enquires, in various department, centres, institutions and affiliate colleges of the University and initiate corrective action wherever needed.

F. Formation of Sub-Committees:

The Board of Management may form Sub-Committees and / or Ad-Hoc Committees for discharging any of the functions of the Board, by clearly specifying their scope, jurisdiction, authority, powers and functions.

Statute 9.5: Delegation of powers

The Board of Management, may be a resolution, delegate to the Vice-Chancellor, Registrar, Standing Committee or the Ad-Hoc Committee, such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the Standing Committee or the Ad-Hoc Committee, or any of their Officers to whom such powers are delegated, shall be reported at the next meeting of the Board of Management.

Statute 10.0: The Academic Council

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act, the Statutes and the Regulations and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University.

Statute 10.1: Constitution of the Academic Council

a. The Academic Council shall consists of the following members:
   (i) The Vice-Chancellor.
   (ii) The Registrar.
   (iii) Two Heads of various Institutions under the University to be nominated by the Chancellor.
   (iv) Two faculty members to be nominated by the Chancellor.
   (v) Two outside experts nominated by the Chancellor.
   (vi) Two members of Sponsor.

b. The Vice-Chancellor shall be the Chairman of the Academic Council.

c. The term of members of the Academic Council shall be two years, except in the case of the employees of the University, who are members of the Academic Council. The term of such members who are employees ends immediately after their relinquishing their office at the University.

d. Subject to the provisions of this Act, Statutes and the Regulations the Academic Council shall have the power to control, regulate and maintain the standards of education, instruction and examinations of the University and shall exercise such other powers and functions as may be conferred or imposed upon it by this Act, Statutes or the Board.

e. The Vice-Chancellor or Sponsor may invite such other persons, as he may deem fit, to attend the meeting of the Academic Council from time to time. However, such persons invited shall not be eligible to vote on any of the resolution of the Academic Council.

Statute 10.2: Disqualification of the Members of the Academic Council

a. Where a person has become a member of the Academic Council by reason of the office or appointment he holds membership shall terminate when the ceases to hold that office or appointment.

b. A member of the Academic Council shall ceases to be a member in the following circumstances:

   (i) If the Member resigns from the Academic Council.

(ii) If the Member becomes mentally unsound.

(iii) If the Member had been convicted of a criminal offence involving moral turpitude or any other reason, and a higher court has not stayed such conviction.

(iv) If the Members fail to attend three consecutive meetings of the Academic Council without leave of the Chairman.

Statute 10.3: Meeting of the Academic Council

a. The Academic Council shall meet as often as may be necessary. The meetings may be held either by physical presence in one location or through technology-supported virtual meetings.

b. One third of the members of the Academic Council present in person or participating synchronously shall constitute the quorum of the meeting of the Academic Council.

c. Resolutions of the Academic Council may be passed through circulation of such Resolutions among all the members, except in cases where such Resolutions are required to be passed at a meeting convened. The Resolution so circulated and approved by a simple majority shall be effective and binding as if such Resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

Statute 10.4: Functions and Powers of The Academic Council

Subject to the provisions of the Act, Statutes Act, Statutes and the Ordinances, the powers of the Academic Council shall include, interalia, the following:

a. To report and act on any matter referred or delegated to it by the Board.

b. To formulate different courses and programs to be imparted to the students of the University.

c. To lay down the curriculum and frame syllabus for any of the courses and programs offered by the University, and publish text books and other instruction material for the same.

d. To make recommendations to the Board, with regard to the creation, abolition or classification of teaching posts in the University and the emoluments the duties attached thereto.

e. To formulate and modify or revise schemes for the organization of the faculties, and to assign to such faculties their respective subjects and also to report to the Board as to the expediency of the abolition or sub-division of any faculty or the combination of one faculty with another.

f. To make arrangements through regulations for the instruction and examination of persons other than those enrolled in the University.

g. To promote research activities and programs, and to ask for, from time to time, reports on such research activities and programs.

h. To consider proposals submitted by the faculties relating to instruction, teaching facilities, etc.

i. To appoint committees for admission of students to the University.

j. To recognize diplomas and degree of other Universities and institutions and to determine their equivalence in relation to the diplomas and degrees of the University on reciprocal basis.

k. To approve conferment of degrees, honors, diplomas, licenses, titles and marks of honor on the basis of the results declared.

l. To make guidelines for the award of fellowships, stipends, scholarships, medals and prizes, etc., and empower the Vice-Chancellor or any other officer of the University to approve the eligible candidates for such awards.

m. To prepare such forms and registers as are, from time to time, prescribed by regulations, and to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the Act and / or the regulations.

n. To recommend the names to Governing Body to award the Honourary Degrees of the University to the eminent personalities of India and overseas.

o. To make recommendations to the Board of Management on:

(i) Measures for improving of standards of teaching, training and research and examinations.

(ii) Institution of Fellowship, Exchange Programs, Scholarships, Medals, Prizes etc.

(iii) Regulations covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award concessions, attendance etc and submit the same to the Board of Management for approval.

p. To suggest measures for departmental co-ordinate.

q. To appoint committees. consisting of such members as the Academic Council may deem fit, to deal with any of the matters ordinarily dealt with by the Academic Council.

Statute 11.0: Examination Committee

a. The Vice Chancellor shall constitute Examinations Committee with respect to each faculty, for the purpose of recommending suitable persons for appointment as examiners evaluation methods for each subject of faculty.

b. The examinations Committee shall consist of:

(i) The Dean of the Faculty, Chairman.
(ii) Professor of the subject.
(iii) One expert in the subject nominated by the Chancellor.

c. The examination committee shall recommend a panel of examiners for each subject of the courses of study to the Vice Chancellor.

d. The Vice-Chancellor shall ordinarily appoint examiners from the panel recommended by the examinations committee, provided that with the approval of the Chancellor he may appoint examiners outside the panel, if he deems fit and necessary. Any Recognized Board / Institution / University / Government Organization as approved by Chancellor may conduct the examination on behalf of the university.

Statute 12.0: Results Committee

a. The Vice-Chancellor shall constitute a Results Committee to approve the results of various examinations before they are declared.

b. The Results Committee shall consist of:

(i) Dean of the faculty concerned.
(ii) One professor of the subjects assigned to the faculty.
(iii) One expert nominated by the Chancellor.
(iv) The Registrar.

c. If in the opinion of the Results Committee the result of any examination is not properly balanced, the Result Committee may recommend action to be taken by the Vice Chancellor.

Statute 13.0: The Finance Committee and its constitution

a. The Board of Management shall appoint Finance Committee.

b. The Finance Committee shall consist of the following members namely:

i. President of the Sponsor.
ii. The Vice-chancellor.
iii. The Registrar.
iv. The Chief Finance and Accounts Officer.
v. Two nominees of the Sponsor.

c. The President of the Sponsor shall be the Chairman of the Finance Committee.

Statute 13.1: Meeting of the Finance Committee

a. The committee shall meet as often as necessary. The meetings may be held either by physical presence in one location or through technology-supported virtual meetings.

b. The quorum of the meeting shall be one third of the members of the committee present in person or participating synchronously.

c. The Chief Finance and Accounts Officer shall call the meeting of the Finance Committee with the approval of the Chairman of the Committee.

d. A Notice of 7 days shall be given to its members stating the agenda, time and place of the meeting, providing that the Chairman of the Committee at a shorter notice can call an emergency meeting.

e. The Registrar shall cause recording of the minutes and resolutions of the meeting and circulate the same with the approval of the Chairman of the Committee.

Statute 13.2: Powers and Functions of the Finance Committee

a. To make recommendation on all financial matters to the Board.

b. To consider all proposals for capital expenditure and to make recommendations to the Board.

c. To examine the annual accounts of the University and advice the Board.

d. To examine the annual budget estimate and advise the Board thereon.

e. To review the financial position of the University from time to time and recommend any action to be taken to the Board.

f. To review the internal controls and act on the comments of the internal auditors.

g. To make recommendations to the Board on all proposals involving the raising of funds, receipts and expenditure.

h. To determine and fix the fee payable by the students of the University and lay down the procedure therefor; and to fix the basis for charging Consultancy and other fee to be charged by the University.

i. To generally perform and act on any of the activities that may be delegated by the Vice-Chancellor, or the Board or the Governing Body.

Statute 14.0: Selection Committee

a. The Board may appoint a selection committee to recommend names of the persons to the posts of Professors, Associate Professors, Assistant Professor and such other academic posts as may be prescribed by the Board of Management.

b. The selection committee so appointed shall consist of:

(i) One expert in the relevant disciplines nominated by the Chancellor.
(ii) One Nominee of the Board of Management not connected with the University.
(iii) Dean of the faculty.
(iv) One member of Sponsor.
(v) One Nominee from Government

Statute 15.0: Constitution of Standing Committees and Ad-Hoc committees

a. The Governing Body and/or the Board of Management may, at the appropriate time, by a resolution in a duly conducted meeting, and or in accordance with the directions of the Chancellor, committees, and / or enquiry committees by defining:

(i) The purpose of appointment.
(ii) The constitution.
(iii) The tenure of the committee.
(iv) The financial budget.
(v) The procedure to be adopted.
(vi) The rights and obligations of the committee.
(vii) The remuneration payable to the members of the committee.
(viii) The facilities to be acquired and
(ix) Other matters relevant or incidental to complete the purpose for which it is appointed.

b. Committees so appointed shall exercise their powers and functions within the delegated authority. Neither the University not the Governing Body, not the Board of Management shall be accountable for the authority or powers used outside the scope of delegation by such committees.

c. Such committees shall be automatically dissolved on completion of their tenure or after completion of the tasks assigned to them by the authority appointing them, unless extension in the tenure is granted by the said authority.

Statute 16.0: Advisory Committees

a. The Board may, with the concurrence of the Chancellor, appoint an Advisory Committee consisting of as many members as necessary for the purpose of providing advice to the Board in matters relating to the conduct of various affairs of the University.

b. The Board may, direct the Academic Council, Finance Committee and / or any other committee set and / or follow the recommendations of the Advisory Board.

c. The Board may define the functions, and powers while establishing such committees.

Statute 17.0: Mode of Payment of Fees, Concession / Exemption from Fees

a. Fees Payable - Students admitted to various course of study of the University shall pay the fees as decided by the Academic Council from time to time.

b. Due Date and Mode of Payment – The Fees shall be payable on such dates and by such modes as may be announced by the university from time to time.

c. Concession / Exemption From Fees – The University may grant concession / exemption from payment of fees, either in full or in part, to any class or category of students as may be announced from time to time.

Statute 18.0: Appointments, Service Conditions for Faculty members, Officers and others Employees

a. The Governing Body shall formulate the terms and conditions of appointment and of service conditions of faculty members, officers and employees.

b. The Registrar shall issue the appointment letters to faculty members, Officers and employees in accordance with policies and procedures as formulated by the Governing Body.

Statute 19.0: Budgets

a. The Chief Finance and Accounts officer, with the approval of the Finance Committee, based on the proposed budgets received from different departments, divisions, colleges, institutes of the University, shall prepare an annual budget for the forthcoming financial year, and submit at least two months before the beginning of financial year to the Board, upon the merits may suggest modifications, alternations or additions or approve the same with or without modifications and such approved budget will be the annual budget of the University for the year.

b. No expenditure other than that provided in the budget shall be incurred by the departments, divisions, colleges, and institutes of university without the approval of the Finance Committee.

c. The Finance Committee may consider any revision of the Budget based on the recommendation of the Chief Finance and Accounts shall be placed for ratification of the Board, at a subsequent meeting of the Board.

Statute 20.0: Accounts and Audit

a. The accounting year of the university shall be from 1st April of a year to 31st March of the following year.

b. The accounts of the various divisions, departments, institutions and campuses of the University shall be consolidated by the Chief Finance and Accounts Officer and he shall make out the final annual accounts, consisting of the income and Expenditure Account and the Balance Sheet of the University and place the same before the Finance Committee for their comments. The appropriations of excess income over expenditure or the absorption of excess of expenditure over the income shall be decided by the Finance Committee. The accounts will thereafter be adopted by the Board, after which they will be audit by the Auditors appointed by the Governing Body.

c. All the assets of the University shall be maintained in the name of the university and shall be used the settlement of liabilities at the time of liquidation of closure of university under sections 33 and 34 of the Act.

d. Every balance sheet and income and expenditure account of the University shall comply with the relevant accounting standards as may be prescribed by the Government of India in consultation with the National Advisory Committee on Accounting Standards.

e. The Chief Finance and Accounts Officer shall place such audited financial statements before the Governing Body, along with the report of the Auditors for information.

f. The Registrar, thereafter along with the annual report of the University, shall submit such financial statements of the Visitor and the Government as provided under section 30 of the Act..

Statute 21.0: Arbitration in case of disputes

a. The Vice Chancellor shall be responsible for resolution of disputes and grievances between the teachers, officers and other employees and the students of the University.

b. The Vice-Chancellor may delegate the responsibility for arbitration to the Registrar or the Deans of the Faculties as he may deem fit.

c. Any person who is aggrieved of the decision of the Vice Chancellor may appeal to the Chancellor within 15 days of communication of the decision by the Vice Chancellor.

d. Where it is found necessary the Chancellor may appoint an Arbitration Committee to arbitrate such disputes and grievances, with such constitution and such powers are as he may deem fit.

e. The procedures for arbitration of disputes shall be laid down by the Board.

Statute 22.0: Regulation and Manuals

a. Save as otherwise provided in the Act and the Statues, the Board may make Regulations, as empowered under Section 37 of the Act, to conduct the business of the University and attain the objectives for it is established. The Regulations may, interalia, relate to the following:

(i) Number of seats in different programs of the University, not otherwise prescribed for by any other statutory bodies authorized for the purpose.

(ii) Reservation of seats in different programs of the University not otherwise prescribed for by any other statutory bodies authorized for the purpose.

(iii) Admission of students.

(iv) Fee and other charges payable by the students.

(v) Examinations and students assessment.

(vi) Award of scholarships, bursaries, fee waivers, etc to students.

(vii) Discipline of students and staff.

(viii) Resolution of disputes among students and staff and procedure for arbitration.

(ix) Conferment of Honourary degree to distinguished persons.

(x) Finance and administration of the University.

b. The Board may appoint an ad-hoc committee to draft the Regulations and to prepare manuals for different departments/functions of the University.

c. The committee appointed above, shall have such members as nominated by the Board and perform all the functions as required under the order of appointment/constitution.

d. On satisfying themselves on the Regulations made out by the committee appointed for the purpose, the Board may adopt them for the University.

e. Each and every authority and officer, teaching and non-technical staff, members of the committees and the students are bound to adhere to the provisions and procedures laid down in the manual of instructions drafted for the purpose.

f. The Board shall have right to alter, amend, frame new rules and regulations, which are not inconsistent with the provisions of the Act for the purpose of conducting the activities of the university for which it is established.

Statute 23.0: Subsequent Statutes

The Governing Body shall make, alter, modify these First Statutes, and the Ordinances as required for the administration of the University and submit the same to the Government for approval.

Statute 24.0: Ordinances

The Vice Chancellor of the University shall cause the Ordinances of the University to be made as made as per the provisions of Section 27 of the Act, and shall submit the same to the Government for their approval. He shall carry out the necessary changes in the Ordinances, as suggested by the Government, and shall table the Ordinances after their due approval by the Government, in the next meeting of the Governing Body. The Vice-Chancellor shall follow similar procedure while making any modifications to the Ordinances, or for introducing new Ordinances.

Statute 25.0: University to be open to All Classes, Castes and, Creed

a. The university shall be open to all persons of either sex and of every caste, creed, religion, race, or class or place of domicile of Nationality and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or any profession in order to entitle him to be appointed as a Teacher of the University or to hold any other office therein or to be admitted as a student in the University or to graduate there at or to enjoy or exercise any privilege thereof;

b. Notwithstanding any thing contained in clause (a) the University shall make special provisions in the Regulations for the employment or profession of educational interests of women, persons with disability or of persons belonging to the weaker sections of the society or Tribals and in particular of the Scheduled Castes and Scheduled Tribes and other Backward Classes as may be directed by the State Government from time to time.

Statute 26.0: Interpretation

a. In the event of conflict of opinion with regard to the interpretation of the Statute, Ordinances and Regulations, the provisions of the Act shall prevail.

b. The decision of the Governing Body on interpretation shall be final and binding.

रायपुर, दिनांक 12 दिसम्बर 2003

क्रमांक एफ-73/66/03/उशि/38.—राज्य शासन, छत्तीसगढ़ निजी क्षेत्र विश्वविद्यालय (स्थापना और विनियमन) अधिनियम, 2002 की धारा 25 (2) के अंतर्गत "राजीव गांधी टैक्नीकल यूनिवर्सिटी, दुर्ग (छत्तीसगढ़)" के शासी निकाय द्वारा प्रस्तुत विश्वविद्यालय की प्रथम संविधियों को उप नियम (4) के अंतर्गत सहमति प्रदान करता है तथा उप नियम (5) के अंतर्गत प्रस्तुत 19 प्रथम संविधियां अनुमोदित करता है.

यह संविधियां राजपत्र में प्रकाशन दिनांक से प्रभावशील होंगी.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
आर. सी. सिन्हा, सचिव.

RAJIV GANDHI TECHNICAL UNIVERSITY

Established under section 5 of the Chhattisgarh Niji Kshetra Viswa Vidyalaya (Sthapana Aur Viniyaman) Adhiniyam 2002, vide Notification of the Government of Chattisgarh No.F 73-66/2003/H.E./38, dated 25th June, 2003

FIRST STATUTES

Made in accordance with the provisions in Sections 25 of the Chhattisgarh Niji Kshetra Viswa Vidyalaya (Sthapana Aur Viniyaman) Adhiniyam 2002

1.0 Short Title, Extent and Commencement

1.1 These Statutes shall, here-in-after be called, The FIRST STATUTES of the 'RAJIV GANDHI TECHNICAL UNIVERSITY',2003.

1.2 These First Statutes are applicable to 'RAJIV GANDHI TECHNICAL UNIVERSITY' and any matter relating and incidental thereto.

1.3 These First Statutes shall come into force on the date of publication of these First Statutes by the Government of Chhattisgarh in the Official Gazette.

1.4 The Registered office of the 'RAJIV GANDHI TECHNICAL UNIVERSITY' shall be located at Durg, Chhattisgarh, India.

2.0 Definitions (in alphabetic order)

In these First Statutes unless and otherwise the context demands:

2.1 **Academic Centres** mean Distance Education Centres approved by the University for imparting education in formal mode in respect of any or all courses offered by the University and even in new innovative courses not offered by the University but approved by them and located within or outside the state of Chhattisgarh in India and abroad. Such centres shall be designated as Distance Education Academic Centres (DEAC). Such centres shall function independently within the framework of the University norms.

2.2 **Academic Council** means the Academic Council constituted under Section 22 of the Act.

2.3 **Academic Staff** means such categories of staff as are designated as academic staff by the ordinances.

2.4 **Academic Year** ordinarily means the period from 01st July of any year to 30th June of the following year or the dates announced by the Academic Council for a particular academic session.

2.5 **Act (Adhiniyam)** means, the Chhattisgarh Niji Kshetra Vishwa Vidyalaya (Sthapana Aur Viniyaman) Adhiniyam 2002.

2.6 **Administrator** means the officer appointed by the Governing Body to exchange correspondence on behalf of the University, to sign and authenticate records on behalf of the University, to obtain reports and returns from Colleges and schools of the University and liaise with State Government, UGC and other State Authorities, to generally supervise the administrative functions of the University and manage the office of the Registrar in his absence.

2.7 **Affiliation** means and includes together with its grammatical variations in relation to all institutions, colleges and schools, recognition of such institution, colleges, schools by, association of such colleges and schools with, and admission of such schools, colleges, institutions to the privileges of, a University. These institutions, schools and colleges may be located in or outside the state of Chhattisgarh which includes outstation and foreign countries.

2.8 **Authorities** means authorities mentioned under Section 19 of the Act.

2.9 **Board** means the Board of Management of the University constituted under Section 21 of the Act and section 11.0 of these First Statutes.

2.10 **Board of Studies** means the Board of Studies of the University for each subject or group of subjects constituted by the Academic Council.

2.11 **Chancellor** means the Chancellor of the University as mentioned in Section 14 of the Act and Section 4.0 of these First Statutes.

2.12 **Common Seal** means the authoritative seal of the University established under Section 6 of the Act.

2.13 **Courses** include programs and courses of studies imparted in the formal mode and / or in the non-formal / distance education mode in the institutions, colleges, schools and / or Study Centres of the University.

2.14 **Dean (College)** means the person responsible for the upkeep, development and proper utilization of infrastructure facilities of the respective school / college and fulfills the academic requirements of the systems.

2.15 **Dean (Planning & Monitoring)** means the person responsible for the preparation, monitoring and implementation of the plans of the University.

2.16 **Dean (Research)** means the person responsible for the execution and monitoring of the research schemes formulated and approved by the University Research Board.

2.17 **Dean (Students Welfare)** means the person responsible for looking after the campus amenities and general welfare of the students of schools, colleges of the University.

2.18 **Dean (Discipline)** means the person responsible for maintaining the discipline amongst the students of schools, colleges of the University.

2.19 **Director** means the officer appointed by the Governing Body for coordination the functions and activities of the Deans of schools, colleges, Study Centre and to manage the affairs of the University in the absence of the Vice-Chancellor.

2.20 **Distance Education** means the education / courses / programs offered to the students on off campus mode. It includes system of imparting education through any means of Communication such as broadcasting, contact programs, internet, e-learning or the combination of any two or more of such means.

2.21 **Employee** means and includes any person appointed by the University.

2.22 **Finance Committee** means the Finance Committee constituted under Section 23 of the Act.

2.23 **Financial Year** means the period commencing on the 1st April of any year and ending with 31st March of the following year or any period as prescribed by the Governing Body.

2.24 **Fund** means the General Fund established under Section 7 of the Act.

2.25 **Government** means the Government of the State of Chhattisgarh.

2.26 **He** includes She and His includes Her.

2.27 **Institute** means and includes institute, institution, school and college constituted as part of the University to impart education in specified disciplines located within or outside the state of Chhattisgarh in India and/or Abroad.

2.28 **Main Campus** means the campus of the University colleges and schools located at Durg, Chhattisgarh, India.

2.29 **Manual of Instructions** includes all procedures, instructions and systems laid down by various Committees, Boards, Authorities, Officers of the University for the purposes of smooth functioning of the University.

2.30 **Ordinance** means ordinances issued by the University as prescribed by Section 27 of the Act.

2.31 **Planning Committee** means the planning committee of the University.

2.32 **Regulations** means Regulations made under Section 37 of the Act.

2.33 **Rules** mean the Rules made under Section 36 of the Act.

2.34 **Satellite Campus** means the Campus of University Colleges and Schools located outside Durg, Chhattisgarh, in any part of India and/or abroad.

2.35 **Sponsoring Body** means the Society for Symbiosis Technical Education Society, registered under the provisions of Chhattisgarh Panjikaran Adhiniyam, 1973, and founded by Indian Institute of Engineering Studies Welfare Society, Bindra Complex, Model Town, Ludhiana (Punjab).

2.36 **Staff** means the teaching and non-teaching employees of the University who are on the payroll of the University and does not include any casual, temporary, contractual, ad-hoc employees or visiting persons who may be engaged for a specific assignment or task.

2.37 **States** means the states of India.

2.38 **Statutes** means the Statutes made under Section 25 and 26 of the Act and includes the amendments, alterations and modifications to the Statutes.

2.39 **Student** means a student of the University and includes any person who is enrolled to pursue any course of study at the University at Main Campus and Satellite Campuses, any institute of the University, Study Centres, Academic Centres and Colleges affiliated to the University.

2.40 **Study Centres** means Distance Education Centres approved by the University under the advice of the Governing Body for imparting education in non-formal and distance mode in respect of any or all courses offered by the University and located within or outside the state of Chhattisgarh in India and abroad. Such Study Centres for convenience may be designated as Extension centers or off campus of the university.

2.41 **University** means the Rajiv Gandhi Technical University established under Section 5 of the Act. And in Section 2(f) of the University Grants Commission Act 1956 as amended time to time.

2.42 **Vice-Chancellor** means the Vice-Chancellor of the University appointed within the meaning of section 15 of the Act.

2.43 **Visitor** means the Visitor as defined under section 13 of the Act.

3.0 Objects of the University

The Objects of the University are listed in succeeding paragraphs :

3.1 To provide for instructions in all branches of learning in Higher Education as the University may consider appropriate and to make provision for research, advancement and dissemination of knowledge.

3.2 To establish main campus in the State of Chhattisgarh and to affiliate Colleges/Institutions, approve Study Centres, Academic Centres, Off-Campus Learning Centres/Institutions, and run Satellite Campus(es) at different locations in India and abroad.

3.3 To create higher levels of intellectual abilities.

3.4 To institute degrees, diplomas, certificates and other academic distinctions on the basis of assignments and examinations, or any other mode of evaluation and assessment as laid down by the Academic Council.

3.5 To withdraw degrees, diplomas, Certificates and other academic distinctions for good and sufficient cause as recommended by the Academic Council.

3.6 To offer continuing, distance education, and Online education programs.

3.7 To ensure that the standard of the degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by the related regulatory body.

3.8 To encourage and promote research activities and set up centres of excellence for pure and applied research and development, and institute awards and fellowships for undertaking research at University as well as at other Institutions/Centres of the University in India and Abroad.

3.9 To affiliate, recognize or collaborate with any other college, University, research institution, industry association, professional association or any other organization in India or abroad to conceptualize, design and develop and run specific educational and research programs, training programs, exchange programs and any such other programs which the University may consider appropriate for students, faculty members and others.

3.10 To undertake surveys, studies and consultancy for any organization in India or abroad.

3.11 To undertake programs for the training and development of faculty members of the University and other institutions in India or abroad.

3.12 To undertake collaborative research with any organization in India or abroad, and undertake commercialization of technologies.

3.13 To develop, register and license all forms of Intellectual property rights including trademarks, copyrights, know-how and patents, etc.

3.14 To conceptualize design, develop and commercialize various products, equipment and machinery as part of the research and development activity.

3.15 To establish State-of-the-art facilities for the promotion and advancement of education, training and research activities.

3.16 To establish examination centres.

3.17 To confer Honorary degrees and other academic distinctions in the manner laid down in the Statutes.

3.18 To encourage sports, cultural, extra curricular and co-curricular activities for the students and the staff.

3.19 To do all things necessary to promote the above objectives.

3.20 To pursue any other objective as may be approved by the Governing Body but within the framework of the University act.

3.21 To pursue any other objective as may be approved by the State Government.

STATUTE NO.1

Terms & Conditions of Appointment of Chancellor and his powers

(Section 14 of Adhiniyam)

1.1 The Chancellor shall be appointed by the sponsoring body for a period of three years, with prior approval of the Visitor following such procedure and on such terms and conditions as may be prescribed by the Statutes.

1.2 The Chancellor shall be the head of the University.

1.3 The Chancellor shall preside at the meeting of the governing body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees or diplomas.

1.4 The Chancellor shall have the following powers, namely:-

(a) To call for any information or record;
(b) To appoint the Vice-Chancellor;
(c) To remove the Vice-Chancellor;

1.5 (i) If in the opinion of the Sponsoring Body, the actions of the Chancellor are in any way detrimental to the interests of the University, it may with prior approval of the Visitor. recall and replace the Chancellor. The Sponsoring Body shall appoint such other person as may be found appropriate in the position of Chancellor to succeed the person so acting with the prior approval of the Visitor.
(ii) The Chancellor may delegate any of his powers to the Vice-Chancellor as he may deem fit in the best interest of the University.
(iii) The office of the Chancellor may be located anywhere in India or overseas.

Besides the powers listed in section 14(1.4) a to c, the Chancellor shall also have following powers:

(i) The Chancellor may constitute such committees as he deems necessary to help him in discharge of duties entrusted to him by or under the Adhiniyam.

(ii) In the event of the occurrence of any vacancy including a temporary vacancy in the office of Vice-Chancellor by reason of his leave, illness, resignation, death or otherwise, the Chancellor shall appoint the senior most Professor of the University, who shall act as Vice-Chancellor till either the existing Vice-Chancellor returns or new Vice-Chancellor appointed enters in the office as the case may be.

Provided that the arrangement contemplated in this clause shall not continue for a period of more than six months.

STATUTE NO. 2

Terms and conditions of Appointment of Vice-Chancellor
His powers and duties
(Section 25(1)(b) read with Section 15(1) of the Adhiniyam)

2.1 The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommenced by the Governing Body for a term of four years and shall not be eligible for reappointment for more than two terms.

Provided that he shall cease to hold the office on attaining the age of 70 years.

Provided further that not withstanding the expiry of his term he shall continue to hold office until his successor is appointed and enters in the office but this period shall not in any case exceed six months.

2.2 The Vice-Chancellor may appoint an Academician and/or an Administrator as his Adviser(S) on payment of a fixed Honorarium, facilities and largesses as he deems fit.

2.3 The Vice-Chancellor shall appoint Registrar and other officers as per provisions of the Adhiniyam, Statutes and Ordinances.

2.4 The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

2.5 The Vice-Chancellor shall preside at the convocation of the university in the absence of both, the Visitor and the Chancellor;

2.6 If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Adhiniyam, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor whose decision thereon shall be final.

2.7 The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Board of Management.

2.8 During the tenure of office the Vice-Chancellor shall be entitled to have a rent free furnished accommodation maintained by the University.

2.9 The Vice-Chancellor shall be entitled to use a University vehicle for official purposes. He shall pay such amount for use of the vehicle as may be prescribed by the Government for its vehicles for use by Government officers on monthly basis. The Vice-Chancellor shall also be eligible to use the University vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by Government for private use of

Government vehicle by officers on the basis of kilometers involved in private use.

2.10 The Vice-Chancellor shall be entitled to other benefits such as medical attendance and leave travel concessions as admissible to other University employees.

2.11 The Vice-Chancellor shall be entitled to travelling allowance from place of his residence on his appointment as Vice-Chancellor and after relinquishment of his charge.

2.12 The Vice-Chancellor shall have power to constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the Adhiniyam.

2.13 The Vice-Chancellor shall have power to sanction an allowance to any employee of the University for any special duty assigned to such employee for additional duties performed by him which in the opinion of Vice-Chancellor warrants such payment.

Provided that such allowance shall not exceed 20% of the basic salary of such employee.

Provided also that the period of such allowances shall not exceed six months.

Provided further that any action taken under this clause of Statute shall be reported to Board of Management at its next meeting.

2.14 The Vice-Chancellor shall exercise such other powers as may be given to him/her by the chancellor and the Governing Body from time to time.

STATUTE NO. 3

Terms and conditions of Appointment of Registrar His duties and powers

(Section 25(a) read with section 16(1) of the Adhiniyam)

3.1 The Registrar shall receive salary in the pay scale prescribed by University Grants Commission and admitted by the Governing Body from time to time or as mutually agreed by the Registrar and the Governing Body. He shall draw allowance as admitted by Governing Body from time to time.

3.2 No person shall be eligible for appointment as Registrar unless he/she possesses the minimum qualification as applicable for the post and as determined by the Governing Body from time to time.

3.3 The Registrar shall be fulltime salaried officer of the University.

3.4 The Registrar shall be entitled to leave, leave salary allowances and other benefits as may be prescribed by the University for its employees.

3.5 The Registrar shall be appointed by the Vice-Chancellor on the recommendation of the Committee of Selection appointed by the Governing Body for a term of 4 years from amongst the applicants responding to the advertisement of the University made for the purpose in all India Daily.

Provided that the Committee of Selection shall have power to recommend the name of a suitable person who has not applied for appointment.

Provided also that he/she shall case to hold the office on attaining the age of 65 or as prescribed by the Governing Body from time to time.

3.6 Duties and Powers of the Registrar

3.6.1 Duties- It shall be the duty of the Registrar :-

i) to be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.

ii) To issue all notice for convening the meetings of the Governing Body, The Board of Management, The Academic Council and other Authorities, Bodies and Committees declared by the Statutes and Authority of the University.

He shall act as Secretary of all these Authorities, Bodies and Committees.

iii) To keep minutes of all the meetings of all the Authorities, Bodies and Committees and shall execute the decision taken by them.

iv) To conduct all official correspondence of the University.

v) To arrange for and superintend the examinations of the University.

vi) To send to the Visitor and Chancellor

a) Copies of the agenda of the meeting of Governing Body, Board of Management and Academic council as soon as such agenda is issued.

b) The minutes of the meeting of the authorities mentioned in 6 A(vi) (a) above.

c) Such other papers and informations as the Visitor and Chancellor may direct him to supply.

vii) To collect the income, donations etc. and disburse the payment and maintain the accounts of the University through the Chief Finance and Accounts Officer of the University and to see that all moneys are utilized for the purpose they are collected granted/donated.

viii) To exercise all such powers as may be necessary or expedient to carry out the orders of the Kuladhipati, Vice-Chancellor and the Governing Body of the University and various authorities, bodies and committees.

ix) To discharge such other functions as may be assigned to him from time to time by the Governing Body and Vice-Chancellor.

x) To perform such other duties as may from time to time, be entrusted to him by the Statutes, Ordinances, Regulations and Resolutions of Authorities; and

xi) To render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.

3.6.2 Powers of the Registrar

i) Subject to the control of Governing Body the Registrar shall have powers to appoint class III and class IV employees of the University and shall exercise disciplinary control over them.

ii) The Registrar shall explain the agenda if desired by the Chairman of any Authority, body or Committee, speak at its meeting.

iii) Subject to the control of Governing Body and the Vice-Chancellor the Registrar shall have financial powers including the borrowing of loans for the University and execution of the contracts on behalf of the University.

STATUTE NO.4

Appointment, Powers and Duties of the Controller of Examination (Deputy Registrar-Evaluation)

(Section 18 of the Adhiniyam)

4.1 The Controller of Examination shall be appointed by the Vice-Chancellor on the recommendations of the selection committee appointed for the purpose.

4.2 The selection committee shall consist of :

4.2.1 The Vice-Chancellor - Chairman

4.2.2 The Registrar

4.2.3 One representative of the Sponsoring Body, who is also a member of the Governing Body.

4.2.4 One representative of the Sponsoring Body, who is not in any way connected with the University.

4.3 The Controller of Examination shall have such qualifications and experience as may be prescribed by the Board of Management from time to time.

4.4 The Controller of Examination shall draw such salary, allowances and perquisites which shall be fixed by the Board of Management from time to time.

4.5 The term of office and the conditions of appointment of the Controller of Examination shall be laid down in the order of appointment issued by the Vice-Chancellor.

4.6 The Controller of Examination shall report to the Vice-Chancellor.

4.7 The following shall be the duties of the controller of Examination.

4.7.1 He shall be fully responsible for the timely and smooth conduct of the combined entrance test and the end semester/Annual examinations.

4.7.2 He shall lay down the guidelines for the setting up of the examination papers.

4.7.3 He shall appoint internal as well as external examiners through the examination committee for each subject and get at least 2 sets of the question papers prepared well in advance.

4.7.4 He shall appoint a moderation committee and get all papers moderated before these are sent for printing.

4.7.5 He shall ensure timely dispatch of answer books and admit cards to all examination centers.

4.7.6 He shall be responsible for getting the answer books evaluated in accordance with the guidelines laid down by the paper setter.

4.7.7 He shall be responsible for getting the result compiled accurately and declared on time.

4.7.8 He shall be responsible for re-evaluation of the answer books on request from the students for a fee as prescribed by the Board of Management.

STATUTE NO. 5

Appointment of Deans of the Faculty
(Section 12(6) of the Adhiniyam)

5.1 There shall be a Dean of each faculty in which the University is imparting education.

5.2 The Dean shall be appointed by the Vice-Chancellor on the recommendation of Vice-Chancellor from amongst the Professors of the University Teaching Department in the subject order of seniority by rotation. Provided that if there is no professor in the University Teaching Department in the subject assigned to the faculty then a Professor of a Centre/Institution teaching the subject may be appointed as Dean in order of seniority by the rotation in the same manner as recommended above.
Provided further that if there is no Professor in the University Teaching Department and Centre/Institution in the subject assigned to the faculty then a Reader of University Teaching Department, Centre/Institution shall be appointed as Dean in order of seniority by rotation.

Provided also that if no Readers are available, the Vice-Chancellor may appoint a Dean of any other Faculty to act as the Dean of Faculty.

5.3 The term of Dean shall be for a period of two years from the date of appointment.

5.4 The Dean shall preside over the meeting of faculty and shall give opinion on the recognition of courses as and when referred as the courses of other Universities recognised by the Association of Indian Universities (AIU).

5.5 The Dean shall perform such other duties as may be assigned to him from time to time by the Board of Management and Academic Council.

STATUTE NO. 6

Terms and conditions of Appointment of Chief Finance and Accounts Officer His duties and powers

(Section 25 I(c) read with section 17(1) of the Adhiniyam)

6.1 The Chief Finance and Accounts Officer shall receive salary in the pay scale prescribed by the State Government for University Finance Officer / Deputy Registrar plus allowances admitted by the Governing Body from time to time.

6.2 No person shall be eligible for appointment as Chief Finance and Accounts Officer unless he/she possesses the qualification laid down by the Governing Body for the post from time to time.

6.3 The Chief Finance and Accounts Officer shall be full time salaried officer of the University.

6.4 The Chief Finance and Accounts Officer shall be entitled to leave, leave salary, allowances and other benefits as may be prescribed by the University for its employees.

6.5 The Chief Finance and Accounts Officer shall be appointed by the Governing Body on the recommendation of the Committee of Selection appointed by the Governing Body for a term of 5 year from amongst the applicants responding to the advertisement of the University made for the purpose in All India Daily.

Provided that the Committee of Selection shall have the power to recommend the name of a suitable person who has not applied.

Provide also that he/she shall cease to hold the office on attaining the age of 65 or as decided by the Governing Body from time to time.

6.6 Duties and Powers.

i) Subject to the control of Vice-Chancellor or Registrar as the Governing Body may decide it shall be the duty of the Chief Finance and Accounts Office:-

a) to hold and manage the property and investments of the University including societies and endowed property.

b) To ensure that the limits to fixed by the Board of Management for recurring and non-recurring expenditure for the year are not exceeded and that all monies are spent for the purpose for which they are granted or allocated.

c) To keep a constant watch on the State of cash and bank balances and on the state of investments.

ii) Subject to the control of the Registrar, the Chief Finance and Accounts Officer shall:-

a) collect the income, disburse the payments and maintain the accounts of the University.

b) Be responsible for the preparation of annual accounts and budged of the University.

c) Have the accounts of the University regularly audited.

d) Ensure that the registers of buildings, land, furniture, equipments, vehicles, etc. are maintained up-to-date and the stock checking is conducted in all offices and institutions maintained by the University.

e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.

iii) The Chief Finance and Accounts Officer shall have the power to call from any office or institution of the University any information or returns that he may consider necessary for due performance of his duties.

STATUTE NO. 7

Other Officers of the University
(Section 12(6) of the Adhiniyam)

7.1 In addition to the Officers mentioned in section 12(1) to (5) of the Adhiniyam and other statutes of the University following shall be the officers of the University:

i) Director (Academic)
ii) Director, Distance Education
iii) Assistant Directors
iv) Deputy Registrar
v) University Engineer/Estate Officer
vi) Assistant Registrars

7.2 The University may have one or more posts of any category mentioned above as per needs and approval by the Governing Body.

7.3 The Qualifications/eligibility for each officer shall be determined by the Governing Body.

7.4 These officers shall be whole time salaried officers of the University.

7.5 The Officers shall draw salary as recommended by the University Grants Commission.

7.6 The Governing Body shall prescribe the qualifications and eligibility conditions for each category of officers and of appoint committees for selection.

7.7 No person shall be appointed to these posts unless they possess the qualifications laid down for the post by the State Government/UGC and approved by Governing Body.

STATUTE NO. 8

Authorities of the University

(Section 19 of Adhiniyam)

8.1 Authorities of the University

8.1.1 The Governing Body

8.1.2 The Board of Management

8.1.3 The Academic Council

8.1.4 The Finance Committee

8.1.5 The Examination Committee

The Powers and functions of the authorities are as per the following paragraphs.

8.2 The Governing Body

The Governing Body shall be the supreme authority of the University.

8.2.1 Constitution of the Governing Body

The Governing Body shall consist of the following members:

8.2.1.1 The Chancellor

8.2.1.2 The Vice-Chancellor

8.2.1.3 Three persons nominated by the Sponsoring Body.

8.2.1.4 One representative of the State Government.

8.2.1.5 One educationist of repute to be nominated by the Government.

8.2.1.6 One academician to be nominated by the Visitor.

The Chancellor shall be the Chairman of the Governing Body.

8.2.2 Terms of the Governing Body

The Members of the Governing Body shall have a term of 5 years.

8.2.3 Disqualifications of the Members of the Governing Body

The Member of the Governing Body shall cease to be the member under the following circumstances:

8.2.3.1 If the member is convicted in a court of law for any criminal act including acts of moral turpitude or for any other reason and no stay order has been passed by the higher court against conviction.

8.2.3.2 If the act and conduct of a member is detrimental to the interest of the University, the Sponsoring Body shall have the

powers to replace or recall and such member in consultation with the nominating authority.

8.2.4 Powers and Functions of the Governing Body

8.2.4.1 The Governing Body shall have the following powers:

i) To appoint Director, to coordinate the functions and activities of the Deans of Schools, Colleges and Study Centre(s) and to manage affairs of the University in the absence of the Vice-Chancellor.

ii) To appoint all Deans/Administrator.

iii) To appoint Auditor of the University.

iv) To oversee the performance and review the decisions of other authorities of the University in case they are not in conformity with the Act, Rules, Statutes or Ordinances.

v) To approve the Annual Report and Accounts of the University.

vi) To lay down the policies of the University.

vii) To take decision about the Voluntary liquidation of the University.

viii) To delegate such powers as it may deem fit to the Board of Management and other authorities or officers of the University.

8.2.4.2 The Governing Body shall perform such other functions and have such other powers as are not otherwise provided for and are necessary for proper functioning and administration of the University.

8.2.4.3 The Governing Body has the power to recall and replace any officer or authority of the University if it deems fit in the best interest of the University. It shall do so in consultation with the nominating authority and till such time a replacement is obtained will delegate the power of that authority / officer to any other authority / officer or to itself.

8.2.5 Reserve Powers of Governing Body

8.2.5.1 In case of any deadlock in the functioning of the Board of Management and if in the opinion of the Governing Body the business of the University cannot be transacted in the normal course, the Governing Body shall have the problem to do all necessary things including superceding the Board of Management and forming a new Board to facilitate smooth functioning of the University.

8.2.5.2 The Governing Body may also exercise the reserve powers suo-moto or as and when a written report is submitted by any officer or authority of the University to the Chancellor or the Vice-Chancellor about the deadlock in the functioning of the Board.

8.2.5.3 Upon receipt of such a report the Chancellor or the Vice-Chancellor shall convene a special meeting of the Board within 5 working days for restoration of normalcy of operations.

8.2.5.4 The decisions taken by the Governing Body and implemented by the officers under this cause shall be final and binding on all Members of the Board and on all the Members of the Governing Body.

8.2.6 Meeting of the Governing Body

8.2.6.1 The Governing Body shall meet at least twice in a calender year, on any working day, at the headquarters of the University or any other locations as agreed to by majority of the members.

8.2.6.2 The Chancellor shall be the Chairman of the Governing Body and shall preside over the meetings of the Governing Body. In the absence of the Chancellor, the Vice-Chancellor shall preside over the meeting.

8.2.6.3 A notice of 07 days shall be given to the members stating the agenda for the meeting. A notice of less than 07 days may be considered sufficient if majority of the members agree to such a shorter notice.

8.2.6.4 The quorum of the meeting shall be 5 members present in person.

8.2.6.5 Each member of the Governing body including the presiding officer shall have one vote and decisions at the meeting shall be adopted by simple majority.

8.2.6.6 The Presiding office of the meeting shall cause the minutes of the meeting to be recorded and circulated to the members within a period of one month from the date of such a meeting.

8.2.6.7 Extraordinary meeting of the Governing Body.

8.2.6.8 In the event of exigency and / or in the interest of the administration of University, in consultation with the Chancellor, the Vice-Chancellor may call for an extraordinary meeting of the Governing Body circulating a resolution amongst the members.

8.2.6.9 The Chancellor or theVice-Chancellor may, under exigencies, obtain the consent of the Governing Body by circulating appropriate resolution among its members any such resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Governing body.

8.3 The Board of Management

The Board of Management shall be the principle executive body of the University.

8.3.1 Constitution of the Board of Management

8.3.1.1 Following members shall constitute the Board.

i) The Vice-Chancellor (ex-officio)

ii) Two nominees of the Sponsoring Body

iii) One representative to be nominated by the State Government.

iv) Senior most Professor of the University to be nominated by the State Government.

8.3.1.2 The Vice-Chancellor shall be the Chairman of the Board and the Registrar shall be the non-member Secretary.

8.3.1.3 The Vice-Chancellor shall preside over the meetings of the Board and in the absence of the Vice-Chancellor one of the nominees of the Sponsoring Body shall conduct the proceedings of the meetings.

8.3.1.4 The tenure of the members of the Board of Management shall be three years, except in the case of ex-officio members.

8.3.2 Disqualification of the Members of the Board.

The members of the Board of Management shall cease to be the member under the following circumstances :

8.3.2.1 If the individual member is convicted in a court of law for criminal act including acts of moral turpitude or for any other reason and no stay order has been passed by the higher court against conviction.

8.3.2.2 If in the opinion of the Chancellor, a member of the Board acts in a way detrimental to the interests of the University, the Chancellor may, in consolation with the nominating authority ask such member to relinquish his office from such date as may be specified.

8.3.3 Meeting of the Board

8.3.3.1 The Board of Management shall meet as often as necessary, and at least once in three calendar months.

8.3.3.2 The meetings of the Board of Management shall be convened by the Registrar with the prior approval of the Vice-Chancellor.

8.3.3.3 A notice of 7 days shall be given for the meeting provided that an emergency meeting may be convened at the discretion of the Vice-Chancellor at a Short notice of not less than 2 days.

8.3.3.4 The quorum of the meeting shall be 3 members present in person.

8.3.3.5 Each member of the Board including the Chairman/presiding officer shall have one vote and decisions at the meeting shall be taken by simple majority. In case of a tie, the presiding officer shall exercise a casting vote.

8.3.3.6 The Registrar shall cause recording of minutes of the meeting, with the approval of the Vice-Chancellor and circulate them to the members concerned within a period of one month from the date of conduction of the meeting.

8.3.3.7 The Vice-Chancellor may, under exigencies, obtain the consent of the Board circulating appropriate resolution among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

8.3.4 Powers and Function of the Board of Management

The Board of Management shall have the powers to take all the necessary decisions for smooth and efficient functioning of the University. The Powers shall inter-alia include but not be limited to following :

8.3.4.1 Staffing :

8.3.4.1.1 To manage and administer all revenues and properties of the University and to conduct all administrative affairs of the University not otherwise specifically provided for.

8.3.4.1.2 To create teaching, academic administrative, ministerial and other necessary posts and to decide on the number, qualifications and cadre thereof, and to determine the emoluments for such posts in consultation with the Finance Committee.

8.3.4.1.3 To appoint Directors, Associate Director, Principals, Vice-Principals Deans, Associate Deans, Professors, Associate Professors, Assistant Associate, Project Associate, Operational staff, administrative, ministerial and other staff as may be necessary on recommendations of the selection committee.

8.3.4.1.4 To lay down rules in respect of emoluments and duties of the various academic and non-academic staff recruited by the University.

8.3.4.1.5 To lay down rules for appointment of Visiting Fellows, Visiting Professors, Professor Emeritus, Consultants, Scholars and determine their terms and conditions of such appointments.

8.3.4.1.6 To appoint internal auditors to undertake audit of the various functions of the University.

8.3.4.2 Academic Matters :

8.3.4.2.1 To generally lay down, in consultation with the Academic Council the academic policies, education and teaching standard and policies relating to students admission, examinations and award of

degrees, diplomas, certificates, and other academic awards or distinctions.

8.3.4.2.2 To establish, on the advice of the Academic Council, Schools and Colleges, Satellite Campuses, Study Centres, Off Campus Learning Centres, and Academic Centres specific to a discipline of Higher Education and to allocate areas of Study, Teaching and Research to them.

8.3.4.2.3 To institute Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the regulation.

8.3.4.2.4 To lay down rules regarding the emoluments, traveling and other allowances of examiners appointed for examination, in consultation with the Academic Council and the Finance committee.

8.3.4.2.5 To acquire intellectual property rights, copy right, trade marks and the likes from any institution or organization, on such terms and conditions as the Board may determine, and pay such compensation for the acquisition as may be just and equitable.

8.3.4.3 Finance :

8.3.4.3.1 To consider the budget as recommended by the Finance committee and to approve the same with or without modification.

8.3.4.3.2 To manage and administer the revenues, regulate the finance accounts, investments, property and all other administrative affairs of the University and for that purpose appoint such agent(s) as it may deem fit.

8.3.4.3.3 To open account(s) of the University with any one or more scheduled banks and to lay down the procedure for operating the same.

8.3.4.3.4 To draw, accept, make endorse, discount and negotiate securities of Government promissory notes, Bills of exchange, Cheques or other negotiable instruments.

8.3.4.3.5 To receive and give grants, donations, contributions, gifts, prizes, scholarship fees and other moneys.

8.3.4.3.6 To purchase, take on lease, accept as gift or otherwise any land or buildings or work which may be required for the purpose of the University on such terms and conditions as deemed appropriate and to construct or alter and maintain any such buildings or works.

8.3.4.3.7 To transfer or accept transfer of any moveable property on behalf of the University.

8.3.4.3.8 To advice the Sponsoring Body on matters regarding acquisition management and disposal of any immovable property on behalf of the University.

8.3.4.3.9 To execute in consultation with the Sponsoring Body, conveyance, transfer, re-conveyances, mortgages, leases bonds, licenses and agreements in respect of property, moveable or immovable, belonging to the University or to be acquired for the purposes of University.

8.3.4.3.10 To provide building(s), premises, furniture, fittings, equipment appliances and other facilities required for smooth functioning of the University.

8.3.4.3.11 To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit.

8.3.4.3.12 To invest the funds of the University or money entrusted to the University, in such securities and in such manner as it may deem fit and from time to time transpose any investment.

8.3.4.3.13 To raise and borrow notes or other obligations or securities in consultation with the Sponsoring Body by Providing properties and assets of the University as security, or borrow money without any securities, and upon such terms and conditions as it may think fit, and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.

8.3.4.3.14 To establish, maintain and operate the General Fund as stipulated in Section 7 and 8 of the act and section 22.0 of these First Statutes.

8.3.4.3.15 To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Regulations and submit the same to the governing body for their approval.

8.3.4.3.16 To Fix limits of the total non-recurring expenditure for a year on the recommendation of the Finance Committee.

8.3.4.4 Student Affairs :

8.3.4.4.1 To regulate and enforce discipline among the students of the University and to take appropriate disciplinary action wherever necessary.

8.3.4.4.2 To entertain and adjudicate upon appeals and grievance of the students of the University through the Committees set up for the purpose.

8.3.4.4.3 To establish and regulate the maintenance of hostels for the students for the University and

recognize hostels established by outside parties on the basis of the recommendations of a committee established for the purpose.

8.3.4.5 Administrative and legal matters :

8.3.4.5.1 To enter into, contracts, carryout or cancel contracts on behalf of the University and to do all such acts as are necessary to raise resources for furthering the objectives of the University.

8.3.4.5.2 To grant leave of absence to any officer of the University other than Chancellor, and Vice-Chancellor and to make necessary arrangements for discharge of the functions of such officer during their absence.

8.3.4.5.3 To regulate and enforce discipline among the employees of the University and to take appropriate disciplinary action whenever necessary.

8.3.4.5.4 To entertain, adjudicate upon and if considered fit, to redress any grievances of the employees of the University, who may, for any reason feel aggrieved.

8.3.4.5.5 To select an emblem and to have a common seal for the University and provide for the custody and use of such seal.

8.3.4.5.6 To conduct, inspections and enquiries, in various departments, centres, institutions, satellite campuses, and affiliate colleges of the University and initiate corrective action wherever needed.

8.3.4.6 Formation of Committees

The board of Management may form such Committees for such purpose(s) and with such powers as the Board may deem fit and co-opt such persons on these committees as it thinks fit.

8.4 Delegation of Powers

The Governing Body and the Board of Management may by a resolution, delegate to the Vice-Chancellor, Registrar, Standing Committee or the Ad-hoc Committee, such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the Standing Committee or the Ad-hoc Committee, or any of their officers to whom such powers are delegated, shall be reported at the next meeting of the Governing Body and the Board of Management.

8.5 The Academic Council

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act. The Statutes, the Ordinances and the Regulations, coordinate and exercise general control and supervision over the academic policies, programs of the University and be responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examination and tests within the University.

8.5.1 Constitution of the Academic Council

8.5.1.1 The Academic Council shall consist of the following members.

i) The Vice-Chancellor - Chairman

ii) The Registrar - Non-member Secretary

iii) Deans/Associate Deans of various schools/colleges of the University and its Satellite Campuses.

iv) Three faculty members to be nominated by the Vice-Chancellor.

v) Three outside experts nominated by the Vice-Chancellor.

8.5.1.2 The Vice-Chancellor shall be the Chairman of the Academic Council.

8.5.1.3 The term of the members of the Academic Council other than the Ex-officio members shall be two years. However, in the case of the employees of the University, the term shall end immediately after their relinquishing their office at the University.

8.5.1.4 Subject to the provisions of this Act, Statutes, Ordinance and the Regulations, the Academic Council shall have the powers to control, Regulate, maintain the standards of education, instruction and examination of the University and shall exercise such other powers and functions as may be conferred or imposed upon it by this Act, Statutes or the Ordinances.

8.5.1.5 The Vice-Chancellor may invite such other persons as he may deem fit, to attend the meetings of the Academic Council from time to time. However, the invitees shall not be eligible to vote on any of the resolutions of the Academic Council.

8.5.2 Disqualification of the Members of the Academic Council

8.5.2.1 Where a person has become a member of the Academic Council by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.

8.5.2.2 A member of the Academic Council shall cease to be a member in the following circumstances also.

i) If the Member resigns from the Academic Council.

ii) If the Member becomes mentally unsound.

iii) If the Member had been convicted of a criminal offence involving moral turpitude or any other reason, and a higher court has not stayed such conviction.

iv) If the Member fails to attend three consecutive meetings of the Academic Council without leave of the Chairman.

8.5.3 Meetings of the Academic Council

8.5.3.1 The Academic Council shall meet as often as may be necessary.

8.5.3.2 One third of the total members of the Academic Council shall constitute the quorum of the meeting of the Academic Council.

8.5.3.3 Resolutions of the Academic Council may be passed through circulation among all the members, except in cases where such Resolution are required to be passed at a meeting. The resolutions so circulated and approved by a simple majority shall be effective and binding as if such Resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

8.5.4 Functions and Power of the Academic Council

Subject to the provisions of the Act, Statutes and the ordinances, the powers of the Academic Council shall include, interalia, the following.

8.5.4.1 To exercise general supervision over the academic work of the University and to give direction regarding methods of instructions, evaluation, research and improvement in the academic standards.

8.5.4.2 To report and act on any matter referred to or delegated to it by the Board.

8.5.4.3 To formulate different courses and programs to be imparted to the students of the University.

8.5.4.4 To lay down the curriculum and frame syllabus for any of the courses and programs offered by the University, and publish text books and other instruction material for the same.

8.5.4.5 To innovate, constantly upgrade and improve the syllabus to include emerging and futuristic technologies.

8.5.4.6 To make recommendations to the Board, with regard to creation, abolition or classification of teaching posts in the University and the emoluments and the duties attached thereby.

8.5.4.7 To formulate and modify or revise schemes for the organization of the faculties, colleges and schools and to assign to such faculties, schools and colleges their respective subjects and also to report to the Board as to the expediency of the abolition or division or combination of one faculty, colleges and school with another.

8.5.4.8 To make regulations for lateral entry of students from other Universities/Boards of Technical Education of Indian or Foreign Origin.

8.5.4.9 To promote research activities and programs, and to ask for, from time to time, reports on such research activities and programs from faculties, colleges and schools.

8.5.4.10 To consider proposals submitted by the faculties, schools and colleges relating to instructions, teaching facilities, etc.

8.5.4.11 To appoint committees for admission of students to the University.

8.5.4.12 To recognize diplomas and degrees of other Universities and institutions located in India and Abroad and to determine their equivalence in relation to the diplomas and degrees of the University on reciprocal basis in consultation with Association of Indian Universities (AIU).

8.5.4.13 To make regulations for awarding admission to UG (Under-Graduate) and PG (Post-Graduate) programs of the University to such candidates who do not posses formal University/Technical Education Board/Secondary Board of Education qualification otherwise mandatory for admission to such courses but have quantifiable knowledge, skills and competencies in the related discipline.

8.5.4.14 To approve conferment of degrees, honors, diplomas, licenses, titles and marks of honor on the basis of the results declared.

8.5.4.15 To make guidelines for the award of fellowships, stipends, scholarship, medals and prizes, etc. and empower the Vice-Chancellor or any other officer of the University to approve the eligible candidates for such awards.

8.5.4.16 To prepare such forms and registers as are, from time to time, prescribed by regulation and to perform, in relation to academic matters, all such duties and to do all such acts, as may be necessary, for the purpose of the provisions of the Act, Statutes, Ordinances and/or the regulations.

8.5.4.17 To make recommendations to the Board of Management on :

i) Measures for improving standard of teaching, training, consulting, research and examinations.

ii) Institution of Fellowships, Exchange Programs, Scholarships, Medals, Prizes, etc.

iii) Regulation covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentship, freeship, concessions, attendance, etc. and submit the same to the Board of Management for approval.

8.5.4.18 To suggest measures for departmental co-ordination.

8.5.4.19 To appoint committees consisting of such members as the Academic Council may deem fit to deal with any of the matters ordinarily dealt with by the Academic Council may deem fit to deal with any of the matters ordinarily dealt with by the Academic Council.

8.5.4.20 To approve new courses not being offered by the University.

8.6 Examination Committee

8.6.1 The Vice-Chancellor shall constitute Examinations Committee for the purpose of recommending suitable persons for appointment as

examiners for various examinations and for suggesting evaluation methods for each subject.

8.6.1.1 The Examination Committee shall consist of :

i) The Vice-Chancellor --- Chairman

ii) Controller of Examination ---- Member Secretary

iii) Two Professors from the college/school of the University

iv) Two experts nominated by the Vice-Chancellor.

8.6.2 The Examination committee shall recommend a panel of examiners for each subject of the courses of study to the Vice-Chancellor.

8.6.3 The Vice-Chancellor shall ordinarily appoint examiners from the panel recommended by the examinations committee he may appoint examiners outside the panel, if he deems it fit and necessary.

8.7 Results Committee

8.7.1 The Vice-Chancellor shall constitute a Results Committee to approve the results of various examinations before they are declared.

8.7.2 The Results Committee shall consist of

i) Vice-Chancellor ---- Chairman

ii) Deans of colleges/schools of the University.

iii) One expert nominated by the Chancellor.

iv) The Registrar

v) The Controller of Examination --- Member Secretary

8.8 Selection Committee

8.8.1 The Board may appoint a selection committee to recommend names of the persons for the posts of Professors, Associate Professors, Assistant Professor, and such other academic posts as may be prescribed by the Board of Management.

8.8.2 The Selection committee so appointed shall consist of :

i) Three experts in the relevant disciplines nominated by the Chancellor.

ii) One Nominee of the Board of Management not connected with the University and not below the rank of a Professor.

iii) Dean of the faculty.

iv) The Vice-Chancellor --- . Chairman.

STATUTE NO. 9

Terms and conditions of Appointment of Other Officers
(Section 25(1) (d) of the Adhiniyam)

9.1 The University shall publish in prominent daily news papers the positions on which appointment has to be made along with the pay scales, qualifications and eligibility conditions.

9.2 On the receipt of the application the Governing Body shall appoint a Committee of Selection, which shall interview the candidates and prepare a panel of suitable candidates in order of merit.

Provided that the Committee of Selection can include the name of a person who is otherwise eligible even if he/she has not applied.

9.3 The Governing Body shall make the appointment from the panel given by Committee of Selection.

9.4 The Officer appointed shall execute an agreement and follow the rules and regulations of the University.

9.5 The officers shall be entitled to the leave, allowances and other benefits prescribed by the University for its employees from time to time.

9.6 The powers and duties of the Officers shall be such as the Governing Body may determine from time to time.

STATUTE NO.10

Conditions of service of University Employees
(Section 25(I) (e) of the Adhiniyam)

Part I Defination and Applicability

10.1 Save as otherwise provided in the Adhiniyam and Statutes the provisions of this Statute shall apply to all the Employees of the University appointed and paid by the University except for those whose services are taken on deputation from Centre/State Government/Body Corporate.

10.2 In this Statute

a) "Pay" means the amount of monthly basic salary of the employees and shall not include any special or additional pay granted to him and any other emoluments which he draws as allowances and largesses.

b) "Average pay" means the average monthly pay earned during the ten complete months immediately preceeding the months in which the employee proceeds on leave or is suspended.

c) "Vacation post" means a post involving teaching duties and employees are entitled to winter and summer vacations.

Part 2 Classification of post, appointment, terms and conditions.

10.3 The post in the University shall belong to the class and shall carry the scales of pay as prescribed by the State Govt. or according to UGC norms.

a) The Vice-Chancellor shall have the power to appoint the teachers and the officers of the University paid by the University.

b) Subject to the control of Vice-Chancellor the Registrar shall have the power to appoint class III, class IV work charge and contingency paid staff of the University.

c) Save as otherwise provided in Statutes and the Ordinances the qualifications of the post in various categories shall be determined by the Governing Body from time to time.

d) The channel of promotion and percentages of the post to be filed by promotion shall be prescribed by the Governing Body from time to time.

e) All promotions shall be made on the basis of seniority-cum-merit and performance appraisals.

10.4 Temporary appointment may be made to a temporary post or in leave vacancy in respect of permanent post.

10.5 The whole time University employee shall be at the disposal of University and he may be assigned duties in any manner required by the proper authority without claim of Additional remuneration.

10.6 The Board of Management may permit a University employee to perform a specified service for a private person body or Government and to receive remuneration thereof in form of fee, if it is satisfied that this can be done without detriment of his official duties or responsibilities.

10.7 The Head of the Branch, Department, Institute under whom the employee is working shall send to Registrar in form prescribed by the University, a confidential report, every year not later than 30th April, on the work and conduct of the employee during the preceding year ending on 31st March.

10.8 The confidential report and the opinion stating the employee fitness or otherwise for confirmation in service must be sent to the Registrar by the Head of Branch or Department or Institute, where the probationer is working at least one month before the date of expiry of the probation.

10.9 A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary in lieu thereof. No such notice of payment of salary shall be necessary in case of termination of service or work charge or contingency paid employee.

10.10 (a) If the appointing authority is not satisfied that the with and/or conduct of the employee on probation his services may be terminated. In case of termination of the service of the employee on probation, one month's notice shall be given to him or in lieu of notice, he will be paid one months salary. The probationer may also terminate the engagement by giving one month's notice or one month's salary.

(b) If the probationer was appointed by promotion and his work and conduct is not satisfactory the appointing authority may revert him to the post held by him

before such promotion and such reversion shall not be deemed to be a penalty.

(c) Every person appointed to permanent post under University by promotion or direct recruitment shall on satisfactory completion of his period of probation shall be eligible for confirmation in the post.

10.11 On confirmation on a permanent post, a University employee acquires a lien on the post. A University employee holding a permanent post substantively. If appointed substantively to another post acquires a lien on second post and ceases to hold any lien on the first one.

10.12 A permanent employee shall be required to give 3 month's notice in case he wishes to resign or he shall pay to University 3 month's salary in lieu of such notice. If the University terminates the services of a permanent employee a notice to that effect shall be served on him, 3 month's before the date on which he is to be relieved. In the absence of such notice the University shall pay him 3 month's salary. Such notice shall not be necessary if the employee is removed from the service, dismissed or compulsory retired.

10.13 Before leaving the University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorized to receive charge and shall return to the University all articles entrusted to him for his use and clear all dues outstanding against him.

10.14 University employee shall be entitled to leave as per the leave rules framed by Board of Management and approved by the Governing Body.

Part 3 - Suspension, Penalty and Disciplinary Authority :

10.15 (1) The appointing authority may by an order place an employee, under suspension

(a) When disciplinary proceeding against him is contemplated or is pending or

(b) On confirmation of a prime facie case against an employer on the charges of financial irregularities and/or unethical activities detrimental to the interest of the University

or

(c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority.

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours.

(b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to imprisonment and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

(3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.

10.16 The services of a university employee may be terminated on any of the following grounds

(a) Willful neglect of duty

(b) Misconduct / indiscipline

(c) Physical and mental unfitness

(d) On the abolition of post held by him

(e) Conviction by a court of law for an offence involving moral turpitude

10.17 (1) The appointing authority may be good and sufficient reasons, impose on an employee the following penalties.

(a) Censure

(b) Recovery from his pay, whole or part of any pecuniary loss caused to the university by negligence or breach of order by the employee

(c) With holding the increments of pay

(d) Reduction to lower time scale of pay, grade or post.

(e) Compulsory retirement

(f) Removal from service

(g) Dismissal from service

Besides the above the penalty reasonable fine may be imposed on class IV employee for petty carelessness, unpunctuality etc.

10.18 Where the penality is imposed by the Registrar the employee may prefer an appeal to Pro-Vice-Chancellor / Vice-Chancellor within thirty days from the date on which order is served on the employee.

Part 4 - Miscellaneous

10.19 Every employee shall at all times :

(a) Maintain absolute integrity

(b) Show devotion to duty ; and

(c) Do nothing which is unbecoming of an employee of the University

10.20 No employee shall join or continue to be member of such association the objects and activities of which are prejudicial to the interest of the University or public order, decency or morality.

10.21 No employee shall –

10.21.1 participate in Public protests / Dharana / Hartal / demonstration prejudicial to the interest of University

10.21.2 resort to any violence

10.21.3 participant in editing, management of any print or electronics media without prior sanction of the University

10.21.4 divulge in any matter of the University any where other than the competent authority

10.21.5 take any employment elsewhere either full time or part time without prior sanction from the University.

10.22 Any infringement of para 19 to 21 of this Statute shall be regard as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee.

10.23 The employees shall have a contributory provident fund as prescribed in the contributory provident fund act as amended from time to time.

10.24 The scales of pay of different categories of employees shall be such as may be prescribed by the U.G.C. and approved by the State Government applicable to the employees of the University established by the State Government.

STATUTE NO.11

Arbitration to resolve Disputes
(Section 25(1) (f) of the Adhiniyam)

11.1 In the event of dispute arising between the employee and the employer, on the request of the employee the Vice-Chancellor shall appoint an Arbitrator not below the rank of District and Session-Judge who shall listen to both the parties and pronounce his award.

11.2 The Board of Management shall consider the award and act as per directions of the Arbitrator to resolve the Dispute.

11.3 If either of the parties i.e. employee or the employer is not satisfied with the award, they can approach the Chancellor to appoint a tribunal.

11.4 The tribunal shall consist of following members

11.4.1 A nominee of the Chancellor, not connected with the university, who will act as the Chairman.

11.4.2 The nominee of the aggrieved employee and

11.4.3 A nominee of the Board of Management

Provided that the aggrieved party shall approach the Chancellor within 30 days of the receipt of the award.

11.5 The decision taken by the tribunal shall be binding on both the parties.

11.6 The disputes regarding constitutions of authorities/bodies or nomination of any member in the authorities/bodies provided for by or under the act/statute/ordinance shall be decided by the Vice-Chancellor in the manner he deems fit and his decision shall be final.

STATUTE NO.12

Honorary Degree
(Section 25(I) (g) of the Adhiniyam)

12.1 A proposal for conferment of Honorary degree shall be made by Academic Council.

12.2 The proposal shall be placed before a Committee consisting of the Vice-Chancellor, one eminent educationists not connected with the University & one educational nominated by the visitor.

12.3 If the Committee unanimously recommends that a honorary degree be conferred on the person on the ground that he is, in its opinion a fit and a proper person to receive such degree, its recommendation shall be placed before Governing Body and the report of which shall be sent to the Visitor.

12.4 The honorary degree shall be conferred on the person either at a regular convocation as prescribed in the regulations to be made by the Board of Management or at a special convocation to be held for the purpose as may be decided by the Governing Body.

STATUTE NO.13

Exemption from tuition fee and Award of Scholarship.
(Section 25(I) (h) of the Adhiniyam)

13.1 The assistance obtained from the Central Government, State Government or any other authority, funding agency etc towards meeting full or in part any amount towards fee otherwise payable by students belonging to socially disadvantaged or economically weaker sections shall be disbursed strictly as per directions of the authorities providing such assistances.

13.2 It shall be the duty of the Registrar and the Chief Finance and Accounts Officer of the University to ensure that the students get the stipend exactly as per the directions of the funding agency.

13.3 The University will also make provisions for the award fellowships, scholarships and stipends from its own sources. The terms and conditions of the award shall be laid down in the ordinance made under section 27(I) (d) of the Adhiniyam

STATUTE NO.14

Policy of Admission including Reservation of seats
(Section 25(I) (i) of the Adhiniyam)

14.1 The admission to various courses shall be made exactly in order of merit made on the basis of the marks obtained at the qualifying examination.

Provided that in the courses the University decides to admit the students on the basis of the entrance test held either by the University or by anybody agency on behalf of the University the admission shall be granted on the basis of merit secured at the entrance examination.

14.2 The reservation of seats at each institution/centre in each course of study shall be as per rules framed for the reservation of seats for SC/ST OBC and other categories by the Government of Chhattisgarh from time to time and applicable on the University

Provided that if seat of any reserve category remains vacant due to non-availability of the eligible candidates in that category it shall be filled up in the following order.

SC & ST > OBC > OTHERS > GENERAL

Provided also that the candidates admitted under reserved category shall be required to pay the fees as decided by the University for course and that the paid vacant seats must be filled before the start of the Academic session.

14.3 The Vice-Chancellor shall have the power to grant at least one admission to each course subject to a maximum of 2% of the total seats available in that course.

Provided that the admission shall be accorded only to those candidate who are eligible to be admitted to that course.

STATUTE NO.15

Provisions Regarding Fee to be charged form the students
(Section 25(I) (j) of the Adhiniyam)

15.1 The fee for each course of study shall be calculated for each student on the basis of total expenditure on the course and the seats earmarked for the course. This fee shall be charged as course fee (tuition & laboratory fee) per semester or per annual basis.

15.2 Each student shall also be charged the enrolment fee, Development fee, examination fee, etc. as provided in Regulations.

STATUTE NO.16

Provisions Regarding Number of Seats in Each Course
(Section 25(I) (k) of the Adhiniyam)

16.1 In each post graduate course the maximum number of students admitted shall be 30 at the University teaching department and its different centers. The University shall, however, decide the number of students to be admitted at a center on evaluating its infra-structure facilities and strength of faculties. In no case the number shall exceed 30 for a particular course at particular center.

16.2 At the graduate degree level each section of the class shall have a maximum strength of 60 students.

The number of sections which can be allowed at a particular center shall be adjudged on the basis of the infrastructural facilities available at the center and the faculty strength.

16.3 The Academic Council shall lay down the norms having details regarding the Infrastructural facilities and required faculty strength for each course and place it before the Board of Management. On being approved by it, it shall be strictly followed for deciding the seats in each course at each centre.

STATUTE NO.17

Academic Council
(Section 9(I) (3) of the Adhiniyam)

17.1 (a) The Academic Council shall consist of following members:

(i) Vice –Chancellor --- Chairman

(ii) Deans of faculties of the University

(iii) Director (Academic)

(iv) Professors of the University

(v) Five teachers of centers nominated by the Vice- Chancellor in rotation by seniority

(vi) Two lecturers of the university nominated by the Vice Chancellor in rotation by seniority

(vii) Registrar-Secretary

(b) One third of total members of Academic Council shall form the quorum.

Provided that no quorum shall be necessary for adjourned meetings

(c) The academic Council shall have the power to co-opt as members having special knowledge or experience in the subject matter of any particular business which may come before the council for consideration. The member so co-opted shall have all the rights of the members of the council.

(d) All the members of the Academic Council other than ex-officio members and members referred in sub-para (c) shall hold the office for a term of three years.

17.2 The Academic Council shall have following powers and perform following duties.

(i) to exercise general supervision over the academic policies of the University and to provide directions for methods of instructions cooperative teaching for the improvement of academic standards.

(ii) to consider matters of general academic interest and to take appropriate action in this regard.

(iii) To assign departments to the faculties and to and to nominate its own members to the faculties.

(iv) To make proposals for the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes and to make rules for their award.

(v) To consider the proposals for granting affiliations for the colleges of the University with the and for establishment of University. Study Centers/University Teaching Centers as prescribed in the act and statute.

(vi) To prescribe qualifications for recognition of persons as teachers of the University and to accord such recognition.

(vii) To make arrangements for the conduct of examination and arrange for the publication of the results.

(viii) To prescribe the qualifications for the award of Certificates, Diplomas and Degree.

(ix) To recognize eminent persons of any subject as Honorary Professor and to guide research in that subject.

17.3 The Academic Council may appoint a standing Committee consisting of

(i) Vice-Chancellor - Chairman

(ii) 3 Deans of faculties in order of seniority by rotation to be nominated by the Chancellor

(iii) Registrar - Secretary

17.4 The "Standing Committee" shall have following powers and shall perform following duties

(i) The meeting of the Committee shall be convened under the direction of Vice-Chancellor.

(ii) It shall render advice on the equivalence of examinations in consultation with the faculty concerned.

(iii) It can dispose off any matter of academic council and report it at the next meeting of Academic Council.

(iv) Standing Committee may invite such persons who can render fruitful advice on the matter under consideration.

STATUTE NO.18

Establishment of Study Centers of the University

(Section 3(7) of the Adhiniyam)

18.1 The University shall establish University Study Centre as defined in Section 3(7) of the Adhiniyam.

18.2 The University Study Centre shall be established by the Board of Management on the recommendation of a inspection committee to be appointed by the Board of Management consisting of experts in the subject for the courses of studies run by the University.

18.3 The University Study Centre shall have academic infrastructure, laboratory, library, teaching staff and all such other facilities as may be required for imparting education in the course of studies/subjects concerned.

18.4 The University Study Centre shall collect the fee from each student for the course of studies for which the student is registered with the University as may be prescribed by the Board of Management of the University from time to time.

18.5 The University examination of the candidates studying at the University Study Centre shall be held at the place decided by the University.

STATUTE NO.19

Admission of College to the privilege of the University/Affiliation

(Section 6(2) of the Adhiniyam)

19.1 The University may admit/affiliate colleges to the privileges of the University on the recommendation of the Academic Council.

19.2 The affiliation will be granted by the Board of Management to such Institutions/Colleges which are providing regular course of studies for the courses in the faculties of the University with due permission of the State Government of Chhattisgarh and prior permission of such other statutory bodies of which permission is required to run such courses of studies viz. AICTE, NCTE, INC, MCI, DCI, PCI and ICAFRA etc.

19.3 The Institutions Colleges shall be granted affiliation only after an inspection by a committee appointed by the University.

19.4 The Institutions Affiliated Colleges shall have staff laboratory and the facilities as are required for running the course of studies and shall abide by the condition as may be aid down the Board of Management from time to time.

19.5 The teachers of the affiliated Institutions/Colleges shall have the same qualification and pay scale prescribed by the U.G.C. and as is applicable to the Government Colleges and as may be approved from time to time by Board of Management of the University.

19.6 The affiliated colleges shall follow the code laid down by the Board of Management of the University.

19.7 The Institutions/Colleges shall be affiliated for the 1st year for 3/5(3+2) years degree course or for 1st year (previous) of a P.G. course as temporary affiliation and the college shall be required to apply a fresh for affiliation to II year and III year for the course of study as the course may require.

19.8 The Institutions/Colleges affiliated to the University shall abide by the "College Code" which may be prescribed by a Statute to be framed by the Board of Management and Governing Body.

रायपुर, दिनांक 5 दिसम्बर 2003

क्रमांक एफ-73/173/2003/उशि/38.—राज्य शासन छत्तीसगढ़ निजी क्षेत्र विश्वविद्यालय (स्थापना और विनियमन) अधिनियम, 2002 की धारा 27 की उपधारा (3) के अधीन "अंसल इंस्टीट्यूट ऑफ टैक्नालाजी विश्वविद्यालय, रायपुर (छत्तीसगढ़)" के कुलपति द्वारा धारा 27 की उपधारा (2) के अधीन प्रस्तुत अध्यादेशों को सहमति प्रदान करता है तथा छत्तीसगढ़ निजी क्षेत्र विश्वविद्यालय (स्थापना और विनियमन) अधिनियम, 2002 की धारा 27 की उपधारा (4) द्वारा 12 प्रथम अध्यादेशों को अनुमोदित करता है.

यह अध्यादेश राजपत्र में प्रकाशन की दिनांक से प्रवृत्त होंगे.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
आर. सी. सिन्हा, सचिव.

AIT Vishwavidyalaya

Sponsored by Chiranjiv Educational Society, C - 133/5, Tagore Nagar, Raipur, Chhattisgarh

FIRST ORDINANCES

ORDINANCE NO. 1

Admission of Students of the University and their enrolment
(Section 27(1) (a) of the Adhiniyam)

1. In this Ordinance unless there is anything contrary to Statue and the Adhiniyam:
   (a) "Qualifying examination," means an examination, the passing of which a student eligible for admission to a particular course of study leading to Bachelor's or Post Graduate or Research Degree or Diploma Certificate conferrable by the University.

   (b) "Equivalent examination" means an examination conducted by

   (i) any recognized board of Secondary Education, or
   (ii) any Indian or Foreign University recognized by this University as equivalent to its corresponding examination.

2. A student seeking admission to the University Teaching Department or institutes/colleges affiliated/ recognized by the University as its center or study center shall on or before the date prescribed for submission of application for admission shall submit the duly filled application along with the fee of submission to the University or the Study Centre or the Institute/College as the case may be.

3. The application of admission shall be accompanied by

   (i) Evidence of date of Birth
   (ii) Character certificate from the Principal of School/ College last attended
   (iii)True copy of the Marks Statement of the Qualifying Examination
   (iv)Certification of caste/ nationality, where required issue by the competent authority as prescribed by the State Government
   (v) Transfer Certificate/ college Leaving Certificate/ Migration Certificate as applicable
   (vi)Fee prescribed for the course.

4. The applicant shall also provide an undertaking that on being admitted he/she shall furnish the transfer certificate or Migration Certificate within 2 months of the admission or latest by September 30 of the same year failing which the admission shall be liable to be cancelled. Any extension of time can be given only with the written approval of the Vice-Chancellor.

5. No student who has passed a part of any degree or post graduate examination from another University shall be admitted to subsequent higher class for such examination in any Campus/ Institute/ Centre without its equivalence and approval from the Vice-Chancellor.

6. No person who is under sentence of rustication or has been disqualified from appearing from any other University or Institution shall not be admitted to any course of study in this University and its institutions or center during the period of rustication / or disqualification.

The admission of the students shall be completed by as per the dates mentioned in the Academic Calender of the University. Provided that where the last date is a holiday, the next working day will be the last date for admission.

Admission will be offered twice in an academic year viz., Autumn Session and Spring Session of as prescribed by the Academic Council.

7. Provided further that Vice-Chancellor shall have the power to grant admission in case of genuine hardship beyond the last date of admission as given above, on the clear understanding that the attendance of all such students shall be counted from the commencement of the course.

8. The student shall be enrolled as a member of the University as he/ she is admitted and pays all the fee together with the prescribed fee for enrolment and submits migration certificate where it is needed.

Provided that a student is admitted after the commencement of the session, he/she shall be required to pay all the fees and dues from the beginning of the academic session.

9. The reservation of seats for SC/ST/OBC/Foreign Student/ NRI and other categories shall be as provided as per the rules framed in this regard by the Board of Management.

10. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statutes as will be applicable to the University from time to time.

ORDINANCE NO. 2

The courses of study to be laid down for all Degrees, Diplomas and Certificates (Section 27 (1) (b) of the Adhiniyam)

1. There shall be a Board of Study for every subject or group of subjects as may be decided by the Academic Council.

2. (1) Each Board shall consist of:
   (i) Professor(s) of the University Teaching Department(s) of the subject or group of subjects for which Board is constituted.
   (ii) One Reader of the University Teaching Department of the subject or group of subjects for which the Board is constituted to be nominated by the Vice-Chancellor by rotation in order of seniority or otherwise.
   (iii) Two teachers teaching the said subject(s) at the centers of the University up to postgraduate level to be nominated by the Vice Chancellor by rotation according

to seniority or otherwise.

(iv) Provided that if the Board is constituted for a group of subjects in nominating member under (ii) and (iii) above, care shall be taken to nominate such persons that all the subjects of the group are represented.

(v) The board shall co-opt, two experts of the subject. In case where the board is constituted for a group of subjects, the board shall co-opt. One expert from each subject and then the number of Co-opted member shall be equal to the number of subjects for which the board is constituted.

(2) The Chairman of the Board of studies shall be appointed by the V.C. under provision of para 2(1) (i). If there is no member under para 2 (1) (i) the V.C. shall appoint the Chairman under provision of para 2(1) (ii) or para 2(1) (iii) respectively.

(3) The term of the board shall be three years

3. Each Board shall lay down the detailed curriculum for the subject leading to a Certificate, Diploma, Graduate Degree, or Post Graduate Degree.

4. It shall also identify the standard books and other materials, which may be consulted for preparing the course, laid down for each subject leading to Certificate, Diploma Graduate Degree, or Post Graduate Degree.

5. The Academic Council shall decide the subjects to be undertaken for various Certificates, Diplomas and Degree by the University.

6. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statues as will be applicable to the University from time to time.

ORDINANCE NO. 3

The Award of Degree, Diplomas, Certificates and other Academic distinctions. (Section 27-(1) (c) of the Adhiniyam)

1. The candidate after passing the examination prescribed for a particular Certificate Diploma and Degree shall be eligible for the award of Certificate / Diploma / Degree respectively.

2. The Registrar shall place the names of all candidates who have been examined and found qualified for the award of Certificate / Diploma / Degree before the Academic Council soon after the declaration of the results. On being approved by the Academic Council the Certificates / Diplomas / Degree shall be issued to the respective candidates by the Registrar.

3. The Registrar shall sign the Certificates and Diplomas.

4. The approval for the award of respective degrees made by the Academic Council shall be placed before the board of Management for its approval. On being approved by the board of Management, the Degree shall be awarded to the candidate in the Convocation.

   Provided that if the candidate is in urgent need of the degree and the convocation is likely to be delayed the degree can be given to him/ her by the Vice-Chancellor on Payments of Rs. 500 or the fees as may be prescribed by the University from time to time for early award of degrees.

Provided also that the Board of Management shall give no degree to any candidate before approval.

5. Degrees/ Diplomas/ Certificates conferred by the University will be selected from the following:

GENERAL PROGRAMMES

Bachelor of Science	(B. Sc.)	Information Technology
Bachelor of Science	(B. Sc.)	in Micro-biology, Bio-Tech and Bio-Informatics
Master of Science	(M. Sc.)	in Micro-biology, Bio-Tech and Bio-Informatics
Bachelor of Pharmacy	(B. Pharma)	Pharmaceutical Sciences

AGRICULTURE

Bachelor of Science (B. Sc.)
- Agriculture and Bio-systems
- Agriculture Economics
- Crop & Wheat Sciences
- Agriculture Business
- Soil Sciences
- Horticulture

COMPUTER SCIENCE

Bachelor of Computer Applications	(BCA)
Post Graduate Diploma in Computer Applications	(PGDCA)
Master of Computer Applications	(MCA)

ENGINEERING

Diploma in Electrical Engg.,	(DEE)
Diploma in Electronics & Communication Engg.,	(DECE)
Diploma in Computer Engg.,	(DCE)
Diploma in Fashion Technology	(DFT)

Bachelor of Technology (B.Tech.)
- Civil Engg.
- Mechanical Engg.
- Electrical Engg.,
- Electronics & Communication Engg.,
- Computer Engg.,
- Instrumentation
- Construction Technology
- Fashion Technology

Bachelor of Architecture (B. Arch)

EDUCATION

Diploma in Basic Training	
Diploma in Nursery Teachers Training	
Diploma in Primary Teachers Training	
Bachelor of Education	(B.Ed)
Master of Education	(M.Ed)

MANAGEMENT

Bachelor of Business Administration	(BBA)
Master of Business Administration	(MBA)
BBA & MBA (Hotel Management)	
BBA & MBA (Facility Management)	
BBA & MBA (Retail Management)	
BBA & MBA (Banking & Insurance)	
BBA & MBA (Management Information Systems)	

MASS COMMUNICATION

Diploma in Mass Communication & TV Journalism	
Post Graduate Diploma in Mass Communication	(PGDMC)

DOCTORATE OF PHILOSOPHY

Ph.D. program (full time/part time) to be formulated by the relevant board of studies and followed by the approval of the Academic Council.

ORDINANCE NO.4

The condition of the Award of Fellowships and Scholarships (Section 27 (1) (d) of the adhiniyam)

1. (a) Every year in the month of July or in any other month prescribed by the Academic Council the University shall invite applications through a notification for the awards to be made.
   (b) All awards of fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a Committee consisting of .
   i. The Vice Chancellor — Chairman
   ii. Three Academicians appointed by the Chancellor
   iii. The Registrar — Member Secretary

2. Subject of the general conditions applicable to all Fellowships and Research Scholarships as laid down in paragraph 4 below, duration and conditions of awards of University Grants Commission Fellowships shall be such as are laid down by the University Grants Commission.

3. The value and duration of Scholarships/ Fellowships instituted by the University shall be laid down by the Academic Council and approved by the Chancellor.

4. The award of fellowships and research scholarships shall be made subject to the following conditions:

   i. The Fellow/Scholars will do whole-time research work under an approved guide on a subject approved by the University.

   ii. The Fellow/Scholars shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend, etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.

   iii. The Fellow/ Scholars shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship.

   Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholars to join a Language Diploma course and appear in any examination of the University.

   iv. Unless permitted by the guide to work for a specified period at some other place the Fellow/Scholar shall be required to attend the institution where he is to work on all working days.

v. If any information submitted by the Fellow/Scholars in his application is found to be incorrect, incomplete or misleading the award may be terminated by the Vice Chancellor after giving him an opportunity of being heard.

vi. If at any time it should appear to the University that the progress or conduct of the Fellow/Scholar has not been satisfactory the fellowship/scholarship may be suspended or withdrawn.

vii. (a)Leave for a maximum of thirty days in a year in addition to general holidays may be taken by a Fellow/ Scholar with the approval of the guide and the University, the general holidays however, do not include the vacation period e.g. summer, Dussehra, Diwali, X-,mass vacations. No other leave with fellowship/ scholarship shall be admissible.
(b) The Fellow/Scholar may, in special case, be allowed by the University leave without fellowship/ scholarship for a period not exceeding three months during tenure of the award on the recommendation of the guide.

viii. The Fellow/Scholar shall be required to pay the fees prescribed by the institution where he works.

5. Graduate and Post Graduate Scholarships instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and ten months in the second year on condition that the scholarship-holder produces a Certificate of efficiency in studies from the Head of the Department in the subject of study or the center.

6. The scholarship shall be tenable from the 1s' of July if the scholarship-holder joins the course within one month of the date of the opening on the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the course.

7. The payment of scholarship shall be made only on receipt of scholar's pre-receipted bills duly countersigned by the Head of the Institution where he studies. No scholarships shall be drawn for a month unless the scholarship-holder has attended the institution regularly in the month.

8. The drawl of scholarship shall be done in accordance with procedure that may be laid down by the University.

9. A scholarship-holder shall not combine any other course of study with the course for which the award is made.

10. A scholarship shall be cancelled in the final year if the scholarship-holder fails to secure at least 55% marks in the Previous Examination of the concerned course.

11. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond his control. Such as scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.

12. A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

13. (1) A scholarship shall be liable to termination, if

i. the scholarship-holder discontinues studies during the middle of the session

or

ii. the scholarship-holder after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Vice Chancellor or Governing Body guilty of a breach of para 12 of this Ordinance.

And if the Vice-Chancellor so directs, the scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

(2) The order of termination passed by the Vice Chancellor shall be final

14. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statues as will be applicable to the University from time to time.

ORDINANCE NO. 5

Conduct of Examination
(Section 27 (1) (e) of the Adhiniyam)

1. All arrangement for the conduct of examination to be held by the University shall be made by the Registrar with the help of Controller of Examination (Deputy Registrar-Evaluation) in accordance with such directions as may be issued by the Board of Management in consultation with the Academic Council.

2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last date by which applications and fees for examination shall be paid by the intending examinees.

3. i. The Board of Management shall determine in consultation with the Academic Council the center(s) of examination in accordance with the provisions of the Adhiniyam and the Registrar shall in consultation with the Institution where there is an examination center appoint Superintendent and Assistant Superintendent, if any, for each examination center and shall issue instructions for their guidance.

   ii. Provided that for the purpose of appointment of an Assistant Superintendent at a center, the minimum strength of examinees appearing there-from shall be at least 300.

   iii. The Superintendent of the Examination at each center shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer books.

   iv. The Superintendent shall supervise the work of invigilators working under him.

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who has filled in the form of applicant for appearing at the examination, by way of checking the photograph pasted on the form and the admit card.

5. The University may change the examination center of the examinees any time it deems proper without assigning any reason.

6. The Registrar may, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to question at the examination on behalf of an examinee who is unable to write himself/ herself if he/she is medically handicapped duly certified by a Government Medical Officer, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class in examination lower than that of the examinee concerned.

7. The University may from time to time appoint inspectors or Board of Inspectors to see that the conduct of the examination is strictly in accordance to the rules and procedure laid down. In the event of the Inspector pointing our serious breach of rules or procedure, the Vice Chancellor may take such action as may be necessary including postponement or cancellation, wholly of or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.

8. The Vice Chancellor may cancel an examination at all centers if he/she is satisfied that there has been a leakage of question paper(s) or any other irregularity which in his opinion warrants such a step and report the action taken at the next meeting of Board of Management.

9. The Board of Management may issue such general instructions, for the guidance of examiners, Centre's Superintendent, Tabulators, Collators, as it consider necessary for the proper discharge of their duties.

10. If a candidate has any communication to make on the subject of his/ her examination paper, it shall be made in writing directly to the Registrar.

11. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/ her examination shall be reported to the Registrar who shall place the matter before the Vice Chancellor.

12. Except as otherwise decided by Board of Management or examination answer-books and the foil and counter foil of the marks obtained by the examinees except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results of the examination provided that the evaluated answer books of revaluation shall be destroyed/ disposed of after 3 months of the declaration of the revaluation result.

13. The Registrar shall publish the result of the University examinations on the notice board of the office of the University. The result, when published, shall simultaneously be communicated to the institutions concerned.

14. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, tabulators and Collators and deductions to be made in remuneration for errors noticed shall be such as may prescribed from time to time by the Board of Management.

15. No examinee shall leave the examination hall within half an hours of the start of the examination for any purpose whatsoever and not latecomer will be permitted for the examination after half an hour of its commencement.

16. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she given convincing explanation.

17. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer book supplied . Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the Registrar, by the Superintendent.

18. The Superintendent of an examination center shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination center during the hours of examination in the following manner.

    i. The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
    ii. The statement of the examinee and the invigilator shall be recorded.
    iii. The examinee shall be issued a fresh answer-book marked Duplicate Using Unfair Means to attempt answers within the remaining time prescribed for the examination.
    iv. All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initiated shall be forwarded to the Registrar by name in a separate confidential sealed registered packed packet marked "Unfair Means" along with the observations of the Superintendent.
    v. The material so collected from the examinee together with both the answer-book. viz., the answer-book while using unfair means and the other supplied afterward will be sent to the Examiner by the Registrar for assessing both the answer-book separately and to report if the examinee has actually, used unfair means in view of the material collected.
    vi. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to the appointed by Board of Management every year.
    vii. The Committee shall after examining all documents of the case decide the action to be taken in each case and report to the Vice Chancellor regarding the action taken in accordance with the regulations made by the Board of Management for the purpose.

19. (a) Where a candidate applied for revaluation the answer-book in which revaluation is sought will be sent for valuation by the Vice Chancellor to two examiners (other than the one who initially valued it). Each of the two examiners shall receive a remuneration as may be prescribed by the Board of Management from time to time.

If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% maximum marks in the paper, the average of the marks awarded by two of the examiners the original examiner and the two revaluers and nearest to each other will be taken to represent the "correct valuation". This average of marks will be awarded to the candidate and his result shall be revised accordingly.

(b) Provided that subject to the condition that at least one of the variation from the original marks is more than 10% of the maximum marks in the paper of two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken in to account for arriving at the correct valuation.

20. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a degree for a diploma either generally of for a particular examination unless there is anything repugnant in the subject on context.

i. "Regular candidates" means a person who has prosecuted a regular course of study in a University Teaching Department, School of Studies or an institution/ affiliated college identified as a center and seeks admission to an examination or the University as such.

ii. "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.

iii. A candidate shall be admitted as a regular candidate only when he has attended at least 75% of lectures and practicals separately.

iv. In computing the attendance for fulfilment of the condition regarding prosecution of the regular course of study.

a) Attendance at lectures delivered and practical/ clinical / sessional, if any held during the academic session shall be counted.
b) Attendance at any lecture delivered or practical/ clinical/ sessional held within seven days preceding the first day of the written examination shall not be counted for the purpose in case of annual examination.
c) Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for examination of lower class to which he may revert as result of his failure to pass in the supplementary examination.
d) Attendance at NCC/ NSS Camp during the session shall be taken as full attendance at lectures/ practicals on each such day of camp and the days for journey of such camp.
e) Participation as a member of a University team in any Inter University competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

v. For special reason such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/ Clinical/ sessional held in each subject may be condoned by the Vice Chancellor.

21. (1) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination.

i. The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
ii. In case he was duly admitted to the said examination as a regular candidate but he could not appear there and a certificate from the institute last attended by him showing the year roll number and the examination to which he was admitted as a regular candidate.

(2) Every ex-student candidate shall appear at the Examination Centre at which he appeared as regular candidate.

22. Where there are two or three examination for any degree such as year I, II and III or [illegible] ...d there are two or more alternative subjects/ [illegible] the degree must take the same subject/ course in [illegible] ...en in the previous year/s examination.

23. No candidate shall appear, in more than one-degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same year.

24. A candidate who has passed the Bachelor's Degree part I or Part II examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

25. No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

26. An application of admission to an examination received by the Registrar after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee as prescribed by the University from time to time.

27. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University the Vice Chancellor may in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of negligence on the part of the candidate and that it

would be a great hardship to the candidate if his application is rejected allow an application which is otherwise complete in all respect to be entertained with the late fee prescribed by the Board of Management from time to time even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph.

28. (1) The Registrar shall issue an admission card in favour of a candidate if

(a) The application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order

(b) The candidate is eligible for admission to examination, and

(c) The fees as prescribed have been paid by the candidate.

(2) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

(3) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that

(a) The admission card was issued by mistake or the candidate was not eligible to appear in the examination.

(b) Any of the particulars given or document submitted by the in or with the application for enrolment, admission to institute, teaching department at all campuses/ affiliated institute/ college or school or admission to an examination is false or incorrect.

(4) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a fee prescribed by the University. Such card shall show in a prominent place of the word "Duplicate"

29. A candidate shall not be admitted into the Examination hall unless he produces the admission card before the Superintendent of Examination Centre or the invigilator or satisfied such officers that it shall be produced. A candidate shall produced his admission card whenever required by the Superintendent or the invigilator.

30. (a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instruction, In the event, if a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behaviour toward the Superintendent or any invigilator the candidate may be excluded from the rest of the examination by the Superintendent of the Centre.

(b)If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the Centre of in its precincts endangering the safety of either of them or acts in a manner unlikely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the Centre and he may take police help.

(c)If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and handed over to the police by the Superintendent.

(d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.

(e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to the University and the Vice Chancellor may according to the gravity of the offence further punish a candidate by canceling his examination and / or debarring him from appearing at the examinations of the University for one or more year after giving the candidate an opportunity to show cause.

31. (1) A candidate, who, due to sickness or any other cause, is unable to present himself/ herself at an examination, shall not received a refund of his fee. Provided that the Vice Chancellor may, in case, in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination, viz.

(i) Examination fee after deduction of 10% paid.
(ii) Fee for statement of marks

Other fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable must be sent so as to reach the Registrar not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in foregoing paragraph if he/she changes the faculty or his subject in case of postgraduate examination.

(2) Such application must be accompanied by fee as per schedule given below

(a) In one subject Rs 2001

(b) In all subject Rs. 4001

(3) A candidate shall not be entitled to a refund of the fee.

(4) The result of scrutiny shall be communicated to the candidate.

(5) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

32. (1) A candidate who has appeared in all the theory and practicals/ viva internal assessment either at the annual examination or in a semester examination in Ist attempt and has failed in not more than two subjects only in undergraduate course of studies if the examination is in four or more subjects, and has secured at least 25% marks in the subject in which he/she has failed but has also secured minimum total pass aggregate in the examination shall be eligible to apply for revaluation in two answer scripts only.

Provided that if the examination is a post graduate examination under annual system of examination consisting 4 theory papers the candidate who has appeared in all the theory practicals, viva, internal assessment and has revaluation if he/ she has secured at least 30% marks in the paper in which he has failed but has secured minimum pass aggregate of marks.

Provided also that in case the examination is under the semester systems examination a candidate who has appeared in the Ist attempt in all the theory papers, practicals, viva, internal assessment and has failed in not more then one subject or paper shall also be eligible to apply for revaluation of an answer script if he/ she has secured at least 25 % in case of under graduate and 30% in case of post graduate examination if he/she has secured minimum pass aggregate at the examination.

Provided also that no candidate shall be eligible to apply for revaluation if the candidate has appeared as a supplementary candidate/ as an ex-student / in second attempt or a candidate who clear backlog papers.

Provided also that if a candidate has appeared at examination in all the theory papers, practicals, viva, internal assessment and has passed the said examination in Ist attempt shall also be eligible to apply for evaluation of two/ one answer script only as the case may in which he/ she has secured the lowest marks.

Provided that no candidate shall be allowed to have more than two answer-books/ scripts revalued.

Provided also that no revaluation shall be allowed in case of scripts of practicals, fieldwork, sessional work, tests and thesis submitted in lieu of a paper at the examination.

(2) The fee for revaluation shall be Rs. 500 per answer book/script.

(3) If the correct valuation arrived at as a result of revaluation exceeds the marks awarded by the original examiner the candidate shall not be entitled to a refund of revaluation fee deposited by him if as a result of revaluation the result of the candidate declared earlier is changed.

33. A candidate who is appearing in any final degree examination shall deposit a fee of Rs. 200 along with the examination fee for a Provision Degree certificate and Rs. 100 for Provisional Degree Certificate of passing the examination of the University.

34. No person who is under sentence of expulsion or rustication from a University teaching Department, School of Studies or College or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.

35. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each viz:

(i) Mark list	Rs. 200
(ii) Migration Certificate	Rs. 500
(iii)Provisional Certificate	Rs. 250
(iv)Degree Certificate	Rs. 500

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need to a duplicate.

36. Duplicate of University Degree / Diploma / Certificate shall not be granted except in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force than the applicant has lost his Degree / Diploma / Certificate or that it has been destroyed and the applicant has real need for a duplicate. In such cases a duplicate of the diploma may be granted on receipt of a fee of Rs. 1000.

37. The names of first ten successful candidates in each final Degree examination other than supplementary examination who obtain first division shall be declared in order of Merit after result of revaluation is declared.

38. Notwithstanding anything contained in the concerned Ordinance an examinee who has appeared in all the theory, practicals, viva, internal assessment, field work, project work at the annual examination in Ist attempt and fails by a total of not more than three marks in not more than two subjects in any of the Graduate examination except for where it is held on semester basis but secures more than the minimum aggregate marks required shall be given three grace marks to enable him to pass the examination.

39. The Vice Chancellor may award a one grace mark in case the candidate is failing by one mark or missing a division by one mark. Where the deficiency is so condoned, one mark shall nowhere be added. Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph (38)

40. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.

41. The following shall be eligible to appear at supplementary examination.

(a) Candidates who have failed at any under graduate examination in one or more than one subject or group as the case may be

(b) Candidates for examination other than those enumerated in (a) above who are declared eligible to appear at a supplementary examination in accordance with the provision of the respective examination Ordinance.

42. The Remuneration of the Paper Setter will be Rs. 250 per paper. The Remuneration of the paper evaluators shall be Rs. 10 per copy. The Remuneration of the invigilators shall be Rs. 75 per shift. The Assistant Superintendent shall get a remuneration of Rs. 125 per shift. The Superintendent shall get a remuneration or Rs. 175 per shift. The tabulators shall get a remuneration of Rs. 100 per shift. The moderators shall get a remuneration of Rs. 200 per shift/ question paper as the case may be.

43. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statues as will be applicable to the University from time to time.

ORDINANCE NO. 6

Appointment of Examiners and Fees to be charged
(Section 27 (1) (f) of the Adhiniyam)

1. In this Ordinance:

(i) "Internal Examiner" means

(a) In case of theory paper, an examiner including a paper-setter who is a teacher in a University Teaching Department School of Studies/ Faculties or institutions identified as centers or other Campus/(es) of the University.

(b) In case of practical and vivo-voce examination and examiner who is a teacher in the Institution whose candidates are being examined at the examination center.

(ii) "External Examiner" means an examiner other than an internal examiner.

(iii) "Co-examiner" means and examiner in a written paper other than the paper setter.

2. The office of the Registrar shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teacher in the University Teaching Department, School or studies / Faculties or institution identified as Centres or Satellite Campus of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's Office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points namely –

   (a) The academic qualifications and teaching experience at degree and post graduate levels.
   (b) The field of specialization
   (c) The examinations of the University and years in which they acted as examiners in the past

4. (i) The list so prepared shall be made available to the Examination Committee concerned constituted by the Vice Chancellor for each subject

   (ii) The examination Committee shall consist of

   (a) Dean of Schools as Chairman
   (b) Chairman Board of Studies as Member
   (c) One Member of Board of Studies nominated by Vice Chancellor

5. The Registrar's Officer shall also give Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/viva-voce examination together with the estimated number of candidates there at.

6. The Examination Committee shall, in the light of the provisions of the following paragraphs recommend –

   (i) A panel of three names for the appointment of the paper-setter of each written paper
   (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
   (iii) A list of names of persons for appointment as examiners in each practical / viva-voce examination, the number of names included in the list being sufficient for the conduct of practical / viva-voce examination at different center.

7. The Vice Chancellor shall appoint paper-setters, co-examiners, practical / viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs.

8. The Qualification of Paper-setter and co-examiners shall be as follow, namely

   1. Paper-setter

Examination	**Qualification**

Post Graduate examination in all streams	Experience of teaching the subject at the Post Graduate level at least five years OR Experience of teaching the subject at the Post graduate level for at least five years together with research experience /total teaching experience at the degree and /or Post graduate level for at least seven years.
Degree examinations in all streams other than Engineering	Teaching the subject at Degree and /or Post Graduate level for at least five years
Degree examination in Engineering	Teaching Experience at Degree/ Post Graduate level and/ or Professional experience for at least seven years.
Diploma examination in all streams	Teaching experience of at least three years of Degree and /or five years of Diploma classes OR Ten years of professional experience
Post Graduate Diploma in all streams	At least seven years of teaching experience at the degree level or at least five years teaching experience of Post Graduate Degree / Diploma classes in the subject.

Co-examiners

The qualification shall be the same as for Paper-setter but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter.

Provided that in case of Degree examinations where sufficient number of Paper Setter / Internal / Co-examiners in a subject with the aforesaid qualifications are not available, teacher in the University Teaching Department/School of Studies and College in the University with at least three years teaching experience at the Degree / Post Graduate level in the Subject shall be eligible for appointment as Co-examiners. Provided further that in case of emergency any recognized teacher / practitioner with the permission of the Vice Chancellor may be appointed as Paper Setter / Co-examiner.

9. (i) In case of practical and Viva-voce examinations at the Post Graduate level, the external examiner shall be a person not below the rank of a Reader / Associate Professor.

(ii) In case of Practical and Viva-Voce examinations at the first degree level the external examiners shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and / or post graduate level.

(iii) The internal examiner in case of Viva-Voce examination at the post graduate level shall be a senior teacher in the subject in the institution whose regular candidates are to be examined at the Centre.

(iv)The internal examiner in case of practical examination both at the degree and the post graduate level shall be appointed from amongst the teachers of the Institutions. whose regular candidates are to be examined at the center, on the recommendation of the Head of such Institution.

(v) The external examiner at the post graduate level incase of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/School of studies or center of the University.

(vi)Except in the Faculties of Medicine, Oriental Medicine, Engineering, Information Technology, Education and Physical Education all external examiners in case of practical examination at the first degree level shall as far as possible be appointed from amongst the teacher in any University Teaching Department, School of Studies or Centres of the University.

10. (i) Ordinarily 50% of the paper-setter at the post graduate examination and 25% of the paper-setter at the first degree examination in any subject shall be external.

(ii) Where in any paper more than on examiner is appointed the paper-setter shall be the Head-examiner. Examiners other than the paper-setter shall be the co-examiners.

(iii)All co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject are not available for appointment as co-examiners, external Co-examiners may be appointed.

(iv)For appointment as Paper-setter and Co-examiners teachers in the University Teaching Department, School of Studies and Centre / Satellite Campuses of the University shall ordinarily be considered on the basis of seniority, subject to fulfilment of other conditions for such appointment.

11. (i) No one shall ordinarily be given more than one theory examinership (paper-setter or Co-examiner ship). In case the Examination Committee considers if necessary to recommend more than one examiner ship (one for the first degree examination and one for Post Graduate examiner ship) in case of any person it shall specify its reasons for doing so for the consideration of the Vice Chancellor.

(ii)Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.

(iii)No one who is a paper-setter at any postgraduate examination shall be appointed as an external Viva-Voce examiner at that examination.

(iv)No one shall ordinarily be given more than two external Practical examination ships, provided that in case of Centre where the total strength of candidates appearing in year I,II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.

(v) In case of under graduate practical examinations, one external examiner shall not ordinary examine more than 120 candidates.

(vi) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.

(vii) While recommending names for examiner ship in faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.

(viii) The provision of sub-paragraphs (1) and (2) above shall not apply in case of Examination in the Faculties of Engineering, Information Technology and Education.

12: (i) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment.

(ii) any person who has acted as an examiner (paper-setter, co-examiners or external viva-voce examiner) for three consecutive years shall, ordinarily, not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed.

Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.

Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without gap.

(iii) An examiner may be discontinued any time even before the expiry of the three years period if his work is unsatisfactory in the opinion of the Vice-Chancellor.

An examiner's work shall be deemed to be unsatisfactory If (i) mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Board of Management to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner, or (iv) in the opinion of the Board of Management there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and/ or (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (i) In a paper for which there is only one examiner, he shall set the paper and value the answer books received by him.

(ii) In a paper for which more than one examiner has been appointed, the Head examiner shall-

a. Set the paper
b. Forward a memorandum of instructions for the guidance of the co-examiners to secure conformity with his own standard in the valuation of the answer-books by his co-examiners.

14. The Head Examiner, if for any reason and examiner becomes unable to value the answer-books or to perform the duties of after setting the question paper, he shall be entitled to receive only the amount of fees for paper setting the evaluation fee being payable to the examiner who values the answer books or acts as Head Examiner.

Provided that if the paper setter dies before he is able to take up or complete the valuation of answer books full fee prescribed for paper setting shall be paid to the heirs of such paper setter.

15. In any subject, if a Viva-voce examination is prescribed a board of two examiners of whom one shall be an external examiner and the other internal shall conduct it.

16. In the case of Post Graduate Examination where thesis is permissible in lieu of a paper or a project there shall be a Board of two examiners for reading the thesis. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluations of these two examiners differ by 20%, the thesis shall be referred to the third examiner (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two (of the three) awards nearest to each other an to the best advantage of the candidate shall be taken as the correct valuation.

17. In case of an examination for a research degree, the Examinations Committee shall recommend for each thesis to be examined a panel of al least six names of persons who.

(a) possess a research degree in the subject and at least ten years teaching experience at the postgraduate level

OR

(b) Are scholars of repute in the subject

18. (i) No person shall act as paper-setter or examiner either in theory, Viva-voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than at which his relation is appearing

(ii)No person shall act as moderator or tabulator for any examination if any of his relations is appearing/ has appeared at that examination.

19. a. The fees charged for various course, Degree and Diplomas of the University shall be in the range of a minimum or Rs 10,000 (Rs. Ten Thousand) and a maximum of Rs 50,000 (Rs. Fifty Thousand) in each semester. The fees charged for various courses, Degrees and Diplomas of the University shall be in the range of a minimum of Rs 20,000 (Rs. Twenty Thousand) and a maximum of Rs. 1,00,000 (Rs. One Lakh) in each year. The examination fees shall be a minimum of Rs. 1000 (One Thousand) and a maximum of Rs 10,000 (Ten Thousand) each semester or per year as the case may be

b. The fees to be charged for the various course examinations, degrees and diplomas of the university in the subsequent semester/ (s) / years/(s) may be subjected to change by the Academic Council with the prior approval of the Board of Management.

ORDINANCE NO. 7

Open School for Distance Education (OSDE)

A. AITV's method of instruction for the Open School will differ from that of its conventional schools. AITV shall adopt a multimedia approach to instruction. The Different components are self-instructional material counseling sessions, both face-to-face and via teleconferencing. Arrangements that will be made to enable students to undertake contact classes at select study centers, shall be ratified by the Vice-Chancellor on the recommendations of the Academic Council.

B. As with other centers of excellence in Distance Education such as the Indira Gandhi National Open University, AITV shall provide flexibility in entry qualification, place, pace and duration of study to students. An undergraduate non-professional Degree Programme (B.A/B.Sc./ B.Com/BBA/BCA, etc.) must be completed in a minimum of 3 years and a maximum of 8 years if the student so desires. A B.Tech programme must be completed in a minimum of 4 years and a maximum of 8 years. Notwithstanding, the minimum number of years may be reduced further based on credits earned at any university or professional bodies. In the case of transfer cases, equivalence shall be fixed by the Academic Council.

C. AITV OSDE shall follow a credit system that is based on the time factor involved in studying. One credit is equivalent to 15 study hours inclusive of all learning activities. Different programmes shall have different credit requirements that shall be determined by the Academic Council. Students have the right to collect credits at their own pace, convenience and according to their own capability. AITV shall provide a credit transfer facility whereby credits may be transferred from any other University to AITV after fulfilling the necessary requirements.

D. Credit shall be allocated to working professionals for relevant working experience in a related field. Such credit will be worked out either as substitution for prior qualification or addition to degree credits or both, as the Academic Council may specify in each case.

E Study Centres shall offer the following facilities and contact hours to the students:

1. 6-8 hours per student per week of contact sessions, including at least two discussion/ lecture/ lab./seminar sessions for each block every week.

2. Two and half hours lab facility per day, 5 days a week including Internet Browsing (At least 3-4 hours per week availability per student).

3. Library Facility with all required University Study Material for the relevant subjects.

4. Facility to watch prerecorded learning video cassettes supplied by the University.

ORDINANCE NO. 8

Condition of Residence in the Hostel (Section 27(1) (g) of the Adhiniyam)

1. The hostel maintained by the University will provide accommodation to its students.

2. Every hosteller shall at all times be of good behaviour, maintain decorum and dignity and observe all rules of the hostel.

3. Each students wishing to reside in the hostel shall apply on the prescribed form along with the application for the admission. The Head of Department shall forward the application to the Chief Warden after the candidate is admitted.

4. The admission to hostel shall be granted at the discretion of the Warden in consultation with Chief Warden. The student in no case will be allowed to stay in the hostel for more than the prescribed minimum duration of the course as a student of a particular course.

5. The student will occupy the room allotted to him by the Warden. NO mutual exchange shall be permitted without the permission of Warden.

6. Roll call shall be taken on night at 9.00 pm in winter (15th October to 14th March) and 10.00 pm in summer (15th March to 14th October). The student will have to take prior permission from the Warden to return late and to leave hostel during holidays. Ordinarily no student will be permitted to leave the station more than twice in a month.

7. No alcoholic drinks or any other intoxicants, tobacco products, fire arms or weapons etc. shall be permitted in the hostel.

8. Furniture cannot be removed from one room to another except with the permission of Warden. The inmate of the room shall be responsible for the fixtures and furniture provided in the room. The candidate occupying the room shall have to furnish a receipt of all the furniture and fixtures on the prescribed Performa. All damages to furniture, fittings, etc. will be replaced at the cost of the inmate.

9. Ordinarily no guest be allowed to stay in the hostel during night.

10. The hostellers are required to keep their rooms clean and tidy. Inspection of the hostel can be made by the Warden and Chief Warden without any notice.

11. The use of loudspeakers, loud playing of radio/ transistor/ television, etc, likely to disturb the boarders are prohibited. No room heaters shall be permitted in the rooms without the permission of Chief Warden/ Warden.

12. No meeting or gathering of the students can be made in the hostel without the permission of the Warden and Chief Warden both.

13. The Warden and Chief Warden may be appointed by the selection committee chaired by the Vice Chancellor.

14. The students shall be required to vacate the hostel within 10 days of the his/her last paper / practical of the session. The Ph.D. students may be permitted to occupy the hostel during summer vacation. They will have to vacate within 10 days of the submission Ph.D. thesis.

15. The food services shall be arranged by the Warden in consultation with the Chief Warden and two representatives of the hostellers. It may either be a cooperative mess managed by the hostellers or a mess run by a contractor.

16. The absenting from the hostel to coming late to the hostel after the roll call without prior sanction of the Warden shall be liable to a fine of Rs. 100 on each occasion. Habitual resources of such offence may result in the expulsion of the hosteller from the hostel.

17. The Warden is empowered to levy a fine up to Rs. 500 for any breach of hostel rules, neglect of duties or irregularities. Persistent indulgence in such affairs of misconduct on the part of the hosteller may be dealt with by the Warder appropriately. Accordingly to the nature and gravity of the offence the Warden may-

    (i) Expel the student from the hostel
    (ii) Recommend to the Head of the School, where he is studying to
        (a) Disqualify from appearing at the next ensuing examination, or
        (b)Rusticate such a student. It shall be obligatory for the Head of the School / department of act according to the recommendations of the Warden.

    Before inflicting any punishment aforesaid, the Warden shall give the hosteller concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

    Appeal on the order of the Warden can be made by the hosteller to the Chief Warden. The Chief Warden after giving a personal hearing to the hosteller concerned will decide the issue. The decision of the Chief Warden shall be final.

18. The fees and other dues shall be prescribed for the hostel by the Academic Council. In case of non-payment of dues within the scheduled time, the hosteller shall be liable to be expelled from the hostel.

19. Notwithstanding anything, the Chief Warden shall have the power to get the hostel vacated temporarily by any one or more than one hostellers without assigning any reason as short notice.

20. The Warden for each hostel and Chief Warden for all the hostels shall be appointed by the Vice Chancellor.

21. The responsibility of the Warden and the Chief Warden shall be with the Deputy Registrar and the Registrar till such time they are appointed through the proper channel.

22. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statues as will be applicable to the University from time to time.

ORDINANCE NO. 9

Maintenance of Discipline amongst students
(Section 27 (1) (h) of the Adhiniyam)

1. All students pursuing a course of study at the University Teaching Department / campus (es)/ affiliated / recognized colleges/ institution/ study centre as mentioned in First statutes shall observe a code of conduct.

2. Any violation of the code of conduct or breach of any rule or regulation of the University Teaching Department/ Campus (es) affiliated/ recognized college/ institute/ study center as mentioned in First statutes by the student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action against him/her.

3. The following acts shall constitute acts of gross indiscipline an students indulging in any of them shall be liable for disciplinary action against him

   (a) Disobeying the teacher.
   (b) Misbehaving in the class
   (c) Quarrelling fighting and passing derogatory remarks in the University Teaching Department/ Campus (es) affiliated/ recognized college/ institution/ study center as mentioned in First statutes, premises.
   (d) Quarrelling, fighting or abusing the University Teaching Department/ Campus(es) affiliated/ recognized college/ institution/ study center as mentioned in First statutes employees, workers of canteen mess or any other public utility functioning in the campuses.
   (e) Behaving in an indecent manner and harass the teacher, employees of the University Teaching Department/ Campus (es) affiliated/ recognised college. Institution/ study center as mentioned in First statutes or fellow students in the campus and outside.
   (f) Indulge in ragging.
   (g) Any other acts which the Discipline Committee may determine to be undesirable.

4. The Chief Proctor and Proctors may be appointed from amongst the teachers or the staff members by the Vice Chancellor for a period of two years. The Chief Proctor and the Proctors so appointed by the Vice Chancellor can be removed by the Vice Chancellor before the expiry of their term of two years.

5. The Proctors may be appointed to maintain the discipline at the centers by the Vice Chancellor.

6. The Chief Proctor and the Proctors may be paid honorarium as decided by the Academic Council and Board of Management.

7. Powers and Duties of Chief Proctor and Proctors. The Chief Proctor subject to the control of Vice Chancellor, Proctors shall exercise following powers

(i) Take action in all matters of indiscipline brought to his notice by any teacher, student(s), employees of the University Teaching Department/ Campus(es) affiliated / recognized college/institution/ study center as mentioned in First Statutes or any responsible person.

(ii)If any act of indiscipline comes to his notice, it shall be his duty to take necessary action to curb down indiscipline.

(iii)If the opinion of Chief Patron, the act of indiscipline is not of a serious nature he may hold a summary inquiry and shall have powers to impost following penalties.

(a) Issue a formal warming

(b) A reasonable fine not exceeding Rs. 1000.

(iv)If in the opinion of Chief Proctor, the breach of discipline is of a serious nature, he may get the preliminary inquiry conducted by either a Proctor or any person he deems fit. The inquiry report shall be placed before a Committee consisting of at least three persons, constituted by the Chief Proctor.

(v) The Committee shall issue the show cause notice specifying the charges and call upon the accused to present his/her explanation and examine all relevant documents and/ or evidences and recommend for the punishment.

(vi)The recommendation of imposing fine or issuing a warning shall be sent to Chief Proctor for executing, all other recommendations shall be placed before the Vice Chancellor. On the approval by the Vice Chancellor, the punishment shall be executed by the Chief Proctor.

(vii)The Chief Proctor can delegate his powers to the Proctors of University Teaching Department/ Campus9es)/ affiliated/ recognized college/ institution/ study center as mentioned in First statues.

8. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statutes as will be applicable to the University from time to time.

ORDINANCE NO. 10

Other Bodies for improvement of Academic life of the University (Section 27(1) (i) of the Adhiniyam)

(i) In addition of the Academic Council [Section 19 (1)(3)] the University shall have following bodies for the improvement of academic life of the University

I School Council
II. Board of Studies

(ii). Faculty

(a) Each School council shall consist of following members
(b) Dean of the faculty council - Chairman
(c) All Chairman of the Board of Studies of the subjects included in the faculty Council.
(d) All Professors of the University teaching Department assigned to the school Council.
(e) To Readers of University Teaching Department of the subjects assigned to the faculty nominated by Vice Chancellor by rotation in order to seniority or otherwise.
(f) Two Readers of Centre/ various Campuses of University nominated by Vice Chancellor by rotation according to seniority or otherwise.
(g) Six Lecturers drawn from University teaching Departments the subjects assigned to the faculty Council nominated by Vice Chancellor by rotation according to seniority or otherwise.
(h) Two persons co-opted by the faculty Council having expert knowledge of the subjects assigned to the faculty Provided that the co-opted persons shall be of different subjects.

1. All members of the faculty other than ex-officio Members and Deans shall hold office for a term of three years.

2. One third of the total membership of the faculty shall constitute a quorum

3. The faculty shall have the following powers

(a) Subject to the control of the Academic Council to organize, coordinate and regulate teaching and research activities of the Departments assigned to it.
(b) To approve the courses of studies for different examinations proposed by the Board of Studies and to remit matters to Board of Studies.
(c) To recommend to the Academic Council the conditions for the award of degrees. Diplomas, certificates and other distinctions including the scheme of examinations for different degrees.

(d) To deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council or the Vice Chancellor.
(e) To hold meetings, joint meetings of faculties with the approval of Vice Chancellor with a view to develop multidisciplinary courses. Such joint meetings shall be presided over by a Dean nominated by the Vice Chancellor.

4. The following shall be the Schools (subjects offered in various schools are given in Ordinance No. 3 Item 5)

Board of Studies
(i) There shall be a Board of Studies for each school
(ii) The constitution, powers and duties of Board of Studies are as prescribed in Ordinance 2

Dean of Schools

The Dean of Schools shall be appointed by the Vice Chancellor in the manner laid down in Statute.

5. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statutes as will be applicable to the University from time to time.

ORDINANCE NO. 11

Co-operation and Collaboration with other University and Institution of Higher Education (Section 27(1) (j) of the Adhiniyam)

1. The University shall seek cooperation and collaboration with the existing Universities and Institutes of Higher Education, industrial business houses/companies any body Corporate/ Society/ Trust/ Association/ Co-operative Society/ NGO/ Schools/ Govt/ Semi-Govt. Organisations/ Public Sector undertakings any other orgnaisational individuals (s), in India and abroad and execute Memorandum of Understanding (MoU) detailing the extent and areas of cooperation and collaboration mutually agreed upon.

2. The University shall open its Study centres as mentioned in the Statutes, in various parts of the country and abroad, to promote Higher Education in emerging and traditional fields of studies inconformity with the provisions of the Chhattisgarh Niji Keshetra Vishwavidyalaya (Sthapana Aur Viniyaman) Adhiniyam 2002.

3. The University may collaborate with Universities and Institutes of Excellence engaged in Higher Education in foreign countries for the award of their degrees in India.

4. The above rules are subjected to modification and amendment with prior notice and approval of the appropriate Authorities empowered for the purpose under the Ordinance and the Statues as will be applicable to the University from time to time.

ORDINANCE NO. 12

Service Conditions (Employees of the University)

1. SHORT TITLE

1.1 These provisions shall be called the Ansal Institute of Technology Vishwavidyalaya "Service Conditions". These rules shall apply to all employees, whether ad hoc, temporary, part-time, contractual or permanent, in the service of Ansal Institute of Technology Vishwavidyalaya, Raipur.

1.2 The Governing Body of "Ansal Institute of Technology Vishwavidyalaya", Raipur hereinafter called "GB", reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "GB".

Such amendments, alterations, modifications, additions, deletions if any, shall become binding on all the employees covered by these service rules from the date of their notification by the "GB".

The Chancellor shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

1.3 Definitions

In these rules, unless there is anything repugnant to the subject or context:

a) CES means "CHIRANJIV EDUCATIONAL SOCIETY" registered under the Societies Registration Act of 1860 which is responsible for the establishment and management of Ansal Institute of Technology Vishwavidyalaya, Raipur.

b) The AITV/University means " Ansal Institute of Technology Vishwavidyalaya and its sections, wings, departments and centers in India & abroad.

c) The "GB" means the Governing Body of Ansal Institute of Technology Vishwavidyalaya, Raipur, which has been constituted in accordance with the provisions laid down in this respect by CHIRANJIV EDUCATIONAL SOCIETY. The Chancellor shall be the Chairman of the CES.

d) The "Vice-Chancellor" means the person appointed by the Chancellorwho shall be the principal academic and executive officer of the AITV and who shall be responsible for the proper and efficient administration of the University in

accordance with the provisions and guidelines laid down in this respect by the "GB" and for the imparting of instruction and maintenance of discipline therein.

e) "Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the University, whether such employment is probationary, ad-hoc, temporary, regular or contractual.

f) "Pay" means the monthly pay (excluding allowances and reimbursements) including increments drawn by the employee from time to time.

g) "Emoluments" mean the total amount including pay and allowances drawn by the employee from time to time.

h) "Temporary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.

i) "Probationary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.

j) "Regular employee" means an employee, who upon satisfactory completion of his period of probation, has been confirmed in his employment by a written order.

2. CODE OF CONDUCT

2.1 APPLICATION

The provisions contained in this schedule shall apply, without exception, to all employees of the University whether, ad-hoc, temporary, contractual, part time or permanent. All employees shall be governed by the Code of Conduct, as specified therein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Vice-Chancellor shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave conditions or any other provisions of the University that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

2.2 DEFINITIONS

"Members of the family" in relation to an employee includes:-

the spouse , child or step-child of such employee residing with and dependent on him/her and

any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such University employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

"Service" means service under the University.

2.3 GENERAL

Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.

An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.

Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Vice-Chancellor or his/her higher officer, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the University.

An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the University are required to work effectively for atleast 42 hours per week.

Except for valid reasons and /or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.

No employee shall leave station except with the previous permission of the Vice-Chancellor and in his/her absence, by the designated authority, even during leave or vacation.

Whenever leaving the station, an employee shall inform the Vice-Chancellor and in his/her absence, the designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.

All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity at all times be a model and inspiration to the youth and other learners committed to their care.

All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this provision will be considered as a

serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.

Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, pride in their University and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.

Any association, active or passive by any employee with any unlawful organization is strictly forbidden.

Consumption or distribution of alcohol drugs or any other intoxicant by whatsoever name called, by an employee within the University's premises is prohibited.

Possession or carrying of any kind of arms and ammunition or weapon of assault or any other illegal possession by whatsoever name called by an employee, within the University's premises, is strictly prohibited.

All correspondence addressed to an employee or by him/her or by the University including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and /or other goods belonging to the University, circulars and all other papers and document of any nature whatsoever, relating to the University's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the University and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the University for any reason whatsoever deliver up the same to the University on demand and without claiming any lieu thereon.

NO FACULTY MEMBER (TEACHER) SHALL:-

knowingly or willfully neglect his/her duties.

Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.

Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.

Indulge in or encourage, any form of malpractice connected with the examination or any other activity of the University.

Make any sustained neglect in correcting term papers or assessments or exam work of the students.

While being present at the University, absent himself/herself, except with the prior permission of the Vice-Chancellor from class which he/she is required to attend.

Provided that where such absence without leave or without the prior permission of the Vice-Chancellor is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave availed.

Accept or give private tuition to any student of the University or any other person without the written permission of the Vice-Chancellor.

Prepare or publish such book(s) commonly known as guides, or assist, in their publication other than under authority of the University, obtained through the Vice-Chancellor.

Enter into any monetary transactions with any student or parent; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;

Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

NOTE:-

A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift.

On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof does not exceed Rupees One Hundred only.

Hesitate to provide individual attention to a student(s) , if required. Besides academic problems, teachers are encouraged to solve personal and behavioural problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Vice-Chancellor and in his/her absence the coordinator / designated authority.

Not be unreasonable in his/her demands from student(s) and should avoid favouritism of any kind. Whilst the teacher may be firm and consistent with his/her student(s), every teacher must remember that student(s) have their self respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

EVERY EMPLOYEE SHALL:-

Be punctual in attendance and in respect of his/her class-work (in the case of faculty) and also for any other work connected with the duties assigned to him/her.

Abide by the norms and regulations of the University and also show due respect to his/her higher authority.

On every working day the non-academic and academic staff shall sign the staff attendance register, at the time of arrival, located at the office. Overwriting on the attendance register is a serious violation of the rules.

Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off-time is vital for the protection of the property of the University and its students, employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the University.

Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixture and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs/replacements that may be required.

Train students to make extensive use of the Library facilities and to take care of the property of the University including books , journals, equipment and machinery, furniture, fixtures and fittings.

In case of damage to any building, furniture or other property of the University, the cost of repairing and / or replacement will be charged from the student(s) known to be immediately responsible, but, if the person(s) causing the damage are unknown, the cost shall be recovered equally from all the students of the concerned class.

Ensure that no student(s) indulges in ragging, canvassing and /or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.

Not through any action or omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.

3. TAKING PART IN POLITICS AND ELECTION

3.1 No employee shall take part in politics or be associated with any party or organization which takes part in political activity ,nor shall he/she subscribe in aid or assist in any manner any political movement or activity.

3.2 No employee shall canvas or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does do so, he shall give no indication of the manner in which he proposes to vote or has voted.

4. CONNECTION WITH PRESS OR RADIO OR PATENTS

4.1 No employee shall, except with the previous sanction of the Vice-Chancellor, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.

4.2 No employee shall, except with the previous sanction of the Vice-Chancellor or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

NOTE:-

Members of the staff are at liberty however, without any sanction, to publish their original scientific or academic works in journals of repute in India and abroad. However, in case of any financial implication involving, the University in publishing the work, prior sanction of the Vice Chancellor will be necessary.

Such articles must be strictly confined to purely scientific or academic subjects and should not touch upon administrative matters related to the University. They shall be free from all political leanings.

Publication of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the Vice-Chancellor and if necessary, the Government of India.

4.3 If during the term of his/her employment , an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the University, and he/she will, if required, at the cost of the University cause such inventions or improvements to be patented in such countries as the University may desire and shall at like cost if any, when required to do and concur in all things necessary to cause or procure any patent or patents so obtained, to be vested in the University or as it may be added, and in the meantime hold such patents in trust for the University.

5. CRITICISM OF THE UNIVERSITY

No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or

(ii) which is capable of embarrassing the relations between the University and the Central Government or any State Government including any of their agencies or any other institution or Organisation or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/her official capacity or in the due performance of duties assigned to him/her.

6. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

6.1 No employee shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.

6.2 Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:-

a) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

b) evidence given in any judicial or magisterial enquiry; or

c) evidence given in any departmental enquiry ordered by the Vice-Chancellor of the University.

7. UNAUTHORSED COMMUNICATION OF INFORMATION

7.1 No employee shall, except in accordance with any general or special order of the Vice-Chancellor or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

7.2 During the term of his/her employment with the University, or at anytime thereafter, an employee shall not use or disclose to the other society, firm, organization or person any information concerning the secrets, activities or affairs of the University, nor countenance any act prejudicial to the interest of the University.

7.3 By virtue of his/her assignment with the University, an employee will acquire technical know-how and gain access to secrets relating to the University's activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the University, he/she will under no circumstances divulge the technical know-how and secrets of the University or use these in any manner detrimental to the University. In the event of an employee violating this condition, the University will be entitled to claim damages at his/her cost and take any action as it may deem fit against him/her.

8. GIFTS

No employee shall, except with the previous sanction of the Vice-Chancellor, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

9. PRIVATE TRADE EMPLOYMENT

No employee shall, except with the previous permission of the Vice-Chancellor engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Vice-Chancellor which may be given subject, to as regards acceptance of remuneration, as may be laid down by the "GB".

10. INVESTMENTS, LENDING & BORROWING

10.1 No employee shall speculate in any business nor shall he/she make or permit his/her spouse or any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

10.2 No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

11. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

11.1 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety or his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

11.2 An employee who gets involved in some criminal proceedings shall immediately inform the Vice-Chancellor through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

11.3 An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his/her duties at the University unless he/she has obtained written permission to that effect from the Vice-Chancellor of the University.

12. MOVEABLE, IMMOVABLE AND VALUABLE PROPERTY

Every member of the staff shall, on first appointment in the University's service and thereafter at such intervals, as may be prescribed by general or special orders of the Vice-Chancellor or any other competent authority, submit a return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person.

13. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

No employee shall, except with the previous sanction of the Vice-Chancellor, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this provision shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

14. REPRESENTATIONS

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

15. JURISDICTION

Dispute(s) if any, arising out of these Service conditions or any other provision that may be in force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of Raipur courts only.

16. IDENTIFICATION

It shall be mandatory for every employee of the University to carry on his/her person, at all times, when at the University and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the "GB" from time to time.

An employee shall on resigning and /or termination from the services of the University, immediately hand over such identity card and / or mark of identification to the Vice-Chancellor of the University or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the University from time to time.

17. **APPOINTMENTS**

17.1 All posts at the University shall normally and as, far as possible, be filled by advertisement; but, the Chancellor on behalf of the GB shall have the exclusive power to decide, either on its own or on the recommendations from the Vice-Chancellor, that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the University.

17.2 All appointments on the staff of the University, shall be made only after due approval by the Chancellor on behalf of the GB.

17.3 Appointments, with or without grades, in the University will be created on Adhoc , Temporary and Regular basis by the GB as per the requirement of actual manpower ,from time to time. The manpower requirement shall be ascertained on the basis of the norms prescribed by U.G.C or A.I.C.T.E. or any appropriate authority from time to time. Additional posts, may also be created, as required, for the extension of specific projects and or research and development activities. For executing the relevant decision, Chancellor will accord the desired approval on behalf of the GB.

17.4 The appointment of the Vice-Chancellor shall be made by the Chancellor as per the guidelines prescribed for this purpose.

All other appointments shall be approved by the Chancellor on the recommendation of the Vice-Chancellor. The Chancellor reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Vice-Chancellor in respect of any appointment.

17.5 The selection committee will judge the suitability of all the candidates for the members of the teaching faculty. Letters of confirmation in services shall only be issued on the recommendations of the Vice-Chancellor and approval by the Chancellor.

17.6 Every appointment, whether temporary, probationary, contractual or regular is subject to a 'Certificate of Fitness' issued by a registered medical practitioner approved by the Vice Chancellor. This condition may, however, only be relaxed by the Chancellor at his discretion, in special cases.

17.7 Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension duly approved by the Chancellor only, for such period(s) as he may deem fit, failing, which, no extension shall be considered valid and binding on the University.

17.8 Candidates selected for interview for a post under the University may be paid traveling allowance in conformity with State Govt. or AICTE or Relevant University guidelines.

17.9 Every appointment made at the University shall be reported to the "GB" at its next meeting.

CLASSIFICATION OF MEMBERS OF THE STAFF

The members of staff of the University shall be classified as:

(a) Faculty (b) Staff

18. PROBATION

Appointment of all employees will ordinarily, be made on probation for a period ranging from one to two years, at the discretion of the Chancellor on the basis of recommendation by the Vice-Chancellor. In case of unsatisfactory performance, the period of probation of an employee may even be extended for such periods of time by the Chancellor "GB", if recommended by the Vice-Chancellor.

The "GB" shall have the power to extend the period of probation of any employee of the University for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and , his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month's notice or on payment of one month's salary thereof.

19 RE-EMPLOYMENT

All appointments to posts under the University shall ordinarily be made on probation for a period of one to two years after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of 62 years for the academic staff and 60 years for non-academic staff.

Provided that where the "GB" considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case.

Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the "GB" may re-employ the staff to an extended period. Chancellor may grant such extension on the basis of the recommendation of the Vice-Chancellor.

20. TERMINATION

20.1 The "GB" shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation after giving one month's notice or paying one month's salary in lieu thereof if his work is not found satisfactory.

20.2 The "GB" shall have the power to terminate the services of any regular member (academic or non-academic) of the staff without any cause assigned after giving three months notice or paying three months salary in lieu thereof.
Provided that the person concern shall be given the chance to be heard.

20.3 An employee of the University may terminate his/her engagement by giving the "GB" 3 months notice in writing, provided that the "GB" may, for sufficient reasons, reduce this period.

20.4 In the event of any violation whatsoever of the terms of employment or Service Conditions or any breach of trust or commitment or any act prejudicial to the interests of the University by an employee, his/her services may be terminated by the Chancellor on the basis of report by the Vice-Chancellor only without any notice or payment in lieu of notice.

20.5 Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier.

21. RETIREMENT

Every faculty of the University shall retire on attaining the age of 62 years, whereas non-academic staff of the University shall retire on attaining the age of 60 years. Extension or re-employment may be given in special cases only as spelled out in 19.

22. TERMS OF TEMPORARY EMPLOYMENT

i) The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the "GB" or by the "GB" to the employee. The period of such notice shall be one month, unless otherwise agreed to by the University and the employee.

ii) The other terms and conditions of service of such employee shall be such as may be specified by the "GB" in his/her letter of appointment.

23. APPOINTMENTS ON CONTRACT

Notwithstanding anything contained in these Service Rules, the Chancellor on behalf of the "GB" may, in special circumstance, appoint an eminent person on contract for a period not

exceeding five years, with a provision of renewal for further period, on appropriate terms and conditions.

24. PLACE OF POSTING

Whilst an employee's place of work will be at the University at Raipur, all employees may also be transferred by the "GB" to any other place, campus and centre run and managed by the University. In such an event, the transferred employee shall be obligated to relocate unconditionally.

25. PAY AND ALLOWANCES

25.1 The pay scales to be followed for the Vice-Chancellor and other members of the teaching faculty & staff shall, be in accordance with the regulations prescribed by U.G.C. or All India Council of Technical Education and/or any regulatory authority from time to time.

25.2 All other employees appointed on ad-hoc , temporary, part-time or contractual basis shall be given suitable pay scales or gross emoluments, as per their letter of appointment.

26. PAYMENT OF SALARIES

As far as possible, under normal circumstance, every employee shall be paid his/her salary on or before the 7th day of each succeeding month.

In case of any revision in pay scales by U.G.C./AICTE/Relevant regulatory authority as approved by the State Govt., the revised pay scales shall only be paid retrospectively from due date approved by the U.G.C./AICTE/relevant regulatory authority.

27. DEDUCTIONS

All payments to an employee of the University are subject to deductions at source under the Income tax act, and any other enactment that may be in-force at any time during the period of his/her appointment, including professional tax, service tax, if any.

The University shall also be entitled to deduct from the payment due to any employee, any dues payable by him/her to the University.

28. PROVIDENT FUND AND OTHER BENEFITS

All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the P.F. Act and Rules, as may be applicable from time to time. The University shall contribute to the employees Provident Fund in accordance with rules of the P.F. Act from time to time.

The contribution made by the University to the Employees Provident Fund will take the place of pension and gratuity and no provisioning for either shall be made separately.

29. **NOMINATION**

A subscriber shall, at the time of joining the Fund, send to the Registrar/Administrative officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund , in the event of his death before that amount has become payable or having become payable has not been paid.

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favor of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund, shall, if the amount to his credit in such other fund has been transferred to his credit in this Fund, be deemed to be a nomination duly made under this rule until he makes a nomination in accordance with this sub-para.

30. **LEAVE**

An employee will be entitled to leave as per provisions laid down in this respect by the University from time to time. Sanction of leave shall be in accordance with the rules of the University from time to time.

31. **TRAVELLING EXPENSES**

In case an employee is required to travel on official work, he/she shall be reimbursed traveling expenses in accordance with the relevant rules laid down in this respect from time to time.

32. **SERVICE RECORD**

32.1 A service book and a leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth , medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made. The service book entries shall be signed by each employee once in a year as a token of his/her acceptance of the entries made failing which, the University will be at liberty to withhold the salary of those employees who have not signed.

Employees are obliged to immediately inform in writing to the Vice-Chancellor, any change in their particulars and ensure that the change if any, has been entered in the service record.

Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

33. MEETINGS

33.1 Interactive participation and co-operation between the Vice-Chancellor, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational institution. Accordingly, regular meetings between faculty groups and others shall be held to discuss new and innovative ideas for improving and /or upgrading the activities of the University and to discuss problem areas, if any. Participants of such meetings shall also suggest appropriate measures to resolve problems, if any.

Positive participation in the affairs of the University shall be reflected through active participation in such meetings.

33.2 Attendance of all teachers and other members of the staff at such meetings is compulsory, except that in exceptional circumstances, special permission is required for the inability to attend.

33.3 Teaching faculty and/or other staff nominated by the "GB" to attend conferences, seminars, workshops, courses etc. for upgrading their knowledge and skills, will necessarily be required to attend such courses as these relate to their profession. Non-compliance of such directions shall be considered a serious breach of discipline and shall invite disciplinary action which may include suspension and /or termination from service. Normally, the Vice-Chancellor will coordinate such deputations and wherever relevant, approval of the Chancellor may be attained.

33.4 Members of the staff who have been nominated/ sponsored for such programmes, shall, within a week from its conclusion, be required to submit a written summary of the proceedings of the programme. The Vice-Chancellor may circulate such written statements for the benefit of other members of the staff.

34. PERFORMANCE EVALUATION

The performance of every employee during an academic year shall be assessed by his/her higher officer and reviewed by the Vice-Chancellor. Besides highlighting the positive contribution of the employee, any salient point that can be improved through counseling should be discussed with the employee.

The performance evaluation record shall consist of three parts: the first section shall contain a factual record of employment: the salary scale, increments, promotions, leave availed, disciplinary action(s), if any, etc.

The second section shall contain the self assessment of the employee.

The third section contains the confidential and evaluative statements with regard to the overall performance of the employee by his/her higher officer and the recommendations of the Vice-Chancellor.

The contribution of an employee toward the academic, and social life of the University will be given weightage when assessing his/her overall performance.

Employees are required to affix their signature to the entries on the first and second sections in confirmation of their having been appraised of the evaluation.

Annual increments of pay shall not be automatic, but will be subject to the all round good performance of the employee. On satisfaction of the overall performance of the employee(s), the Vice-Chancellor shall recommend to the Chancellor for approval to provide or not to provide increments.

35. DISCIPLINARY ACTION / SUSPENSION

35.1 The Chancellor, on the recommendation from the Vice-Chancellor, may place member of the staff appointed at the University under suspension:-

a) where a disciplinary proceeding against him is contemplated or is pending or;
b) where a case against him in respect of any criminal offence is under investigation or trial.

35.2 a) An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her , and date shall be fixed for the inquiry.

Sufficient time of not less than one week shall be given to him/her to prepare and give his/her explanation, as also to produce any evidence that he/shall may wish to tender in his/her defence; he/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.

b) At the conclusion of the inquiry, the inquiry officer who shall be appointed by the Vice-Chancellor in consultation with the Chancellor shall prepare a report of the inquiry regarding the findings of each charge.

c) The Vice-Chancellor shall consider the findings of the inquiry and propose to the Chancellor to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Vice-Chancellor shall necessarily need to be ratified by the Chancellor.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

(i) censure;
(ii) withholding of increments or promotion;

(iii) recovery from the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;

(iv) reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;

(v) compulsory retirement;

(vi) removal from service which shall not be a disqualification for future employment in the University.

(vii) Dismissal from service which shall ordinarily be a disqualification for future employment in the University.

No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the "GB" through the Vice-Chancellor.

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

a) where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charge(s);

b) where the "GB" is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the "GB" , from case to case, but shall not be paid salary when under suspension.

36 LEAVE PROVISIONS

THESE LEAVE PROVISIONS ARE SUBJECT TO ALTERATION /MODIFICATION/REVIEW AT THE EXCLUSIVE DISCRETION OF THE GOVERNING BOARD (GB) OF THE UNIVERSITY, EITHER IN PART OR WHOLE, AT ANY TIME HEREAFTER.

36.1 APPLICABILITY

These Leave conditions shall apply only to all such employees who are confirmed in the service of the University. Employees on probation are not entitled to any leave other than 8 days casual leave in any calendar year. However, such employees who are confirmed in service after successful completion of their probation without a break shall be included in confirmed service from the date of joining the University for the purpose of computation of leave. To be considered as confirmed, every employee's appointment shall necessarily have to be approved by a Review Committee duly constituted by the Chancellor, AITV.

36.2 RIGHT OF LEAVE

Leave can not be claimed as of right by any employees whatsoever, and when the exigencies so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

36.3 AUTHORITY EMPOWERED TO SANCTION LEAVE

1) Application for leave shall be addressed to Chancellor, AITV by the Vice-Chancellor, and to the Vice-Chancellor by all members of staff.

2) Only, under exceptional circumstances, leave may be sanctioned by the Head of the Department or the designated faculty to whom the power has been delegated by the Vice-Chancellor.

3) The Chancellor shall sanction leave of any description to the Vice-Chancellor.

36.4 COMMENCEMENT AND TERMINATION OF LEAVE

Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.

The unauthorized absence of an employee for three days or over-stay of sanctioned leave for three days without information will make him/her lose his/her lien on the job. The Vice-Chancellor shall

be within his/her right to presume that such employee has abandoned the job of his/her own accord and the GOVERNING BOARD shall be at liberty to appoint another person to the position.

GENERAL

1. Leave should always be applied for on the prescribed form and sanction obtained before it is taken except in cases of emergency only. Any leave availed without prior sanction shall not only invite disciplinary action, but shall also be treated as unauthorized absence without pay.

2. If any employee of the University resigns, he/she shall not be granted either prior or subsequent to his/her resignation, any leave due to his/her credit provided that the Vice-Chancellor, may, in case, grant leave to an employee prior to his/her resignation if, in the opinion of the Vice-Chancellor, the circumstances of the case justify such grant of leave.

3. Leave shall be availed of only after it is sanctioned by the competent authority, but one day's casual leave may be availed of without prior sanction, in case of unforeseen circumstances only, provided the competent authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which, prior sanction could not be obtained.

4. During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.

5. During the period of suspension, an employee shall not be granted any leave. However, during the pendency of disciplinary proceedings, the sanctioning authority may grant leave.

6. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her address and telephone number, if any, while he/she is on leave and shall keep the said authority informed of the changes in address, if any.

7. If an employee, after proceeding on leave, desires an extension thereof, he/she shall make an application in writing to the sanctioning authority with reasons. Such application shall contain full postal and telegraphic address (including telephone number, if any) and shall be made in sufficient time to enable the office to process the application and communicate the decision to him/her.

8. No leave or extension of leave of any description shall be deemed to have been granted unless an order to that effect is posted and communicated to the employee concerned.

9. An employee on leave on medical grounds may not return to duty without producing a medical certificate of fitness. The competent authority may require an employee who has availed of leave, of any kind, for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.

10. The sanctioning authority may, at his discretion secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of its choice, if considered necessary. The cost of such second medical examination will be borne by

    the University. An employee not submitting himself/herself for medical examination will be liable for appropriate disciplinary action.

11. Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.

12. When leave is not taken with the prior sanction of the sanctioning authority, Administrative Officer shall notify the absence to the sanctioning authority in writing on the same day.

13. Taking leave or extending leave without sanction will be treated as absence from duty and renders an employee liable to disciplinary action including suspension and/or termination from the services of the University.

14. An employee on leave shall be allowed to return to duty before the expiry of leave only with prior permission of the sanctioning authority.

15. Three late arrivals (not exceeding half an hour each) and / or early departure (before half an hour of the day end) will be considered as half day casual leave. Late arrival beyond half an hour with prior permission may be treated as half-day casual leave.

KINDS OF LEAVE

The following kinds of leave shall be admissible to members of staff.

i. CASUAL LEAVE (CL)

ii. EARNED LEAVE (EL)

iii. VACATION LEAVE (VL)

iv. MATERNITY LEAVE (MTL)

v. MEDICAL LEAVE (MDL)

vi. LEAVE TRAVEL CONCESSION (LTC)

vii. SPECIAL LEAVE (SPL. L)

viii. EXTRAORDINARY LEAVE (EOL)

ix. STUDY LEAVE (SL)

CASUAL LEAVE (CL)

An employee will be entitled to take casual leave for personal or any special reasons upto a maximum of 8 days per academic year.

Application for and grant of casual leave will be governed by the following rules:

1) Casual Leave (CL) may neither be taken without sufficient reason nor may it be accumulated. It shall not be claimed as of right. It may be taken only if it is absolutely necessary.

2) CL may be granted at the exclusive discretion of the Vice-Chancellor as and when occasion arises, provided that the total period of absence from duty does not exceed 3 days at a time excluding Sundays and holidays.

3) CL will be credited at the beginning of each academic year.

4) CL cannot be combined with any form of leave.

5) CL cannot be sandwiched with Sundays or any other holidays. CL should be evenly spaced in an academic year. Prior to proceeding on casual leave, alternative arrangements of assigned work are to be made and brought to the notice of the sanctioning authority, except in cases of emergency when, leave could not be applied for and the necessary sanction obtained.

6) Unutilised CL in any academic year can neither be carried forward nor encashed.

7) Application for CL (or any other leave) should be made in duplicate .The decision of Vice-Chancellor should be noted on both the copies and one copy returned to the employee concerned.

8) CL, as far as possible, should be sanctioned prior to the date on which the employee wishes to take leave. Circumstances beyond the control of the employee are the only reason that the employee may fail to get sanction of leave in advance. The decision of the Vice-Chancellor on the question whether the circumstances were beyond the employee's control will be final.

9) Even if circumstances are beyond the employee's control the employee should use other means of communication to contact the office of the University and give the necessary information .A written application should be forwarded to the Vice-Chancellor immediately on reporting for duty.

EARNED LEAVES (EL)

Only confirmed employees are entitled to earned leaves. Grant of earned leave (EL) will be subject to the following rules:

1. EL may be granted to academic staff subject to a maximum of 12 days every completed year of service and 30 days in the case of non-academic staff for every completed year of service.
2. EL may be accumulated upto a maximum of 240 days only and such accumulated leave can be encashed at the time of retirement only.
3. EL cannot be combined with CL under any circumstances. However, in special cases and only if approved by the sanctioning authority, it may be combined with Vacation Leave in the case of academic staff only.
4. The leave account of every employee shall be credited with EL on 1st July every year.
5. The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year, subject to the condition that the leave so carried forward does not exceed 240 days.
6. The maximum amount of accumulated EL that can be granted to a member of the staff shall not exceed 60 days and in any case cannot be availed of more than twice in a year.
7. An employee wishing to avail of EL must submit his application to the Vice-Chancellor at least one month before the date on which the leave is to commence. The Vice-Chancellor may refuse to grant the leave from the requested date if he feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date.

MEDICAL LEAVE(MDL)

•A confirmed employee is entitled to MDL of up to 10 days with pay for every 6 months of service (1st July – 31st Dec & 1st Jan – 30 June)

The grant of MDL will be governed by the following rules:

1. MDL can accumulate against which MDL can be availed of on half pay. For full pay on medical grounds, two days of MDL will be debited to the account of the employee subject to a maximum of 90 days MDL on full pay (with 180 days of MDL debited to the account), during the entire service period.

2. Every application for MDL must be accompanied by a medical certificate from an authorised medical practitioner. However, the Vice-Chancellor may require the employee to produce a medical certificate from a doctor approved by the University in support of the application for MDL

3. Before resuming duty the employee must furnish a medical certificate from an authorised medical practitioner stating that he/she is fit to resume duty.

4. A holiday falling between two days of MDL will be considered to be a day of MDL.

5. MDL will be credited on 1st July every year. If the employee has only worked for a part of the academic year only a proportionate number of days of MDL will be credited.

MEDICAL REIMBURSEMENT

1. For every year, amounts equivalent to 50% (one month) of Basic + Allowances can be reimbursed on production of relevant receipts.

2. Reimbursement permissible after confirmation on job.

LEAVE TRAVEL CONCESSION (LTC)

The University may consider implementing in course of time LTC facility to its staff in accordance with the guidelines laid down by the Central Government.

VACATION LEAVE (VL)

1) Vacation leave may be granted to academic staff only subject to a maximum of 60 days in an academic year.

2) Vacation can be availed only during semester breaks. A semester break shall be considered a period where there is neither teaching nor examination schedule.

3) Vacation leave must be prepared at least two months in advance and at no point of time can more than 60% staff be on leave.

4) Vacation leave may be considered with earned leave in special cases, subject to the prior approval of the sanctioning authority.

5) Unutilized vacation leave neither be carried forward nor encashed. In cases where vacation leave is denied on account of exigencies of work, such employees shall be entitled to one day additional earned leave for every three days of work at the University during the vacations.

6) Academic staff can only be eligible for vacation leave after his/her confirmation to, a regular position.

MATERNITY LEAVE (MTL)

Only confirmed regular female employees are eligible to maternity leave. Grant of maternity leave (MTL) is subject to the following rules:

1. MTL may be granted to a regular female member of a staff on full pay for a period up to 60 days from the date of its commencement.

2. MTL may be combined with EL/MDL.

3. MTL can only be availed of once in a period of three years and only twice during the entire period of the employee's service.

4. MTL must be applied for at least one month before the leave is to commence.

5. MTL shall not be debited to the leave account.

6. During the period of MTL she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.

7. MTL will not be applicable for contractual/temporary or adhoc appointees.

SPECIAL LEAVES (SL)

Members of the academic staff only, who have completed six years continuous service with the University desirous of availing study leave for training in or out of India, may apply and be considered for special leave as determined by the GOVERNING BOARD in case and on such terms and conditions as may be decided by the GOVERNING BOARD.

An employee shall not be entitled to any increment for and during the time of special leave and the same period will not be counted for calculating service period.

EXTRAORDINARY LEAVE (EOL)

Another leave by whatsoever name called shall be granted at the exclusive discretion of the GOVERNING BOARD only, on a case to case basis and on such terms and conditions as may be decided by it depending on the merits of the case and tenure /service record of the employee concerned.

STUDY LEAVE (SL)

a) **DUTY LEAVE** – Faculty Members and Non-Academic staff can be deputed in India for specialised training for career enhancement to meet the academic and administrative requirements of the University.

Staff on such a deputation will be considered on duty and his expenses on training will be met by the University and the concerned staff will be paid appropriate allowances in accordance with the rules of the University.

If the deputation exceeds one month, the concerned faculty / staff shall execute a bond of service to the University for a minimum period of 2 years.

b) **EXTRAORDINARY LEAVE** – If a staff (Academic or Non – Academic) wishes to go on an extended leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave.

c) **FOREIGN DEPUTATION** – A staff may be deputed on official visit overseas over an extended period to participate in teaching and research in his/her area of interest. The Vice-Chancellor shall recommend such deputations for getting a formal approval from the Chancellor. Such a staff would be eligible for most economical return air fare and would be entitled to half the basic salary during the period of deputation. While no additional allowances on such foreign deputation will be permissible for payment by the University, it is expected that adequate subsistence allowance will be paid by the host University being visited by the deputed staff on foreign visit. Such a staff sent on official deputation will be required to sign a bond for serving the University for a minimum period of 3 years.

Allowances (Domestic): TA and DA

i) **DA on Official Duties**

For out-station official visit in India, the DA will be based on the guidelines prepared for Central Government Employees. In case of departure from these guidelines, the reimbursement will be based on the receipted expenditure provided prior approval from the competent authority is obtained.

ii) **TA on Official Duties**

2nd A/C Two-Tier sleeper / A/C chair car for basic salary above Rs. 4100 per month.

For staff drawing basic salary below Rs. 4100/-, 2nd class sleeper / AC Chair car (Rajdhani).

In addition, reimbursement based on receipted expenditure for normal meals and snacks would be admissible including local travel for performing the requisite journey

b) **Allowances (Overseas): TA and DA**

DA / TA on Official Duties

i) Excursion class airfare.
ii) Reimbursement on the basis of prior approval by the Vice-Chancellor on the basis of receipts.

The above guidelines on overseas official visits are based on the following stipulation:

i) Chancellor's approval is mandatory.
ii) Visit will be less than one month in accordance with the approval of the Chancellor.

राजस्व विभाग

कार्यालय, कलेक्टर, जिला राजनांदगांव, छत्तीसगढ़ एवं पदेन उप-सचिव, छत्तीसगढ़ शासन, राजस्व विभाग

राजनांदगांव, दिनांक 29 दिसम्बर 2003

क्रमांक 9946/भू-अर्जन/2003.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अत: भू-अर्जन अधिनियम, 1894 (क्र. एक सन् 1894) की धारा 4 की उपधारा (एक) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है :—

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (एकड़ में)		
(1)	(2)	(3)	(4)	(5)	(6)
राजनांदगांव	डोंगरगढ़	पलांदुर प.ह.नं. 10	78.05	कार्यपालन अभियंता, जल संसाधन संभाग, राजनांदगांव.	खैरबना जलाशय के बांध/डूबान हेतु.

भूमि का नक्शा (प्लान) का निरीक्षण भू-अर्जन अधिकारी/अनुविभागीय अधिकारी, डोंगरगढ़ के कार्यालय में किया जा सकता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
जी. एस. मिश्रा, कलेक्टर एवं पदेन उप-सचिव.

कार्यालय, कलेक्टर, जिला दुर्ग, छत्तीसगढ़ एवं पदेन अतिरिक्त सचिव, छत्तीसगढ़ शासन, राजस्व विभाग

दुर्ग, दिनांक 29 दिसम्बर 2003

क्रमांक 2123/ले. पा./2003/भू-अर्जन.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अत: भू-अर्जन अधिनियम, 1894 (क्र. एक सन् 1894) की धारा 4 की उपधारा (1) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है. राज्य शासन यह भी निर्देश देता है कि उक्त अधिनियम की धारा 5-अ के उपबंध उक्त भूमि के संबंध में लागू नहीं होंगे, क्योंकि उसकी राय में उक्त अधिनियम की धारा 17 की उपधारा (1) के उपबंध लागू होंगे उसके संबंध में लागू होते हैं :—

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (एकड़ में)		
(1)	(2)	(3)	(4)	(5)	(6)
दुर्ग	डौंडीलोहारा	भालूकोन्हा प.ह.नं. 17	6.53	कार्यपालन यंत्री, खरखरा मोहदीपाट परियोजना संभाग, दुर्ग (छ. ग.).	खरखरा मोहदीपाट परि. के अंतर्गत पिनकापार माइनर क्र. 1 के निर्माण हेतु.

भूमि का नक्शा (प्लान) अनुविभागीय अधिकारी (राजस्व), डौंडीलोहारा के कार्यालय में देखा जा सकता है.

दुर्ग, दिनांक 29 दिसम्बर 2003

क्रमांक 2123/ले. पा./2003/भू-अर्जन.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अत: भू-अर्जन अधिनियम, 1894 (क्र. एक सन् 1894) की धारा 4 की उपधारा (1) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है. राज्य शासन यह भी निर्देश देता है कि उक्त अधिनियम की धारा 5-अ के उपबंध उक्त भूमि के संबंध में लागू नहीं होंगे, क्योंकि उसकी राय में उक्त अधिनियम की धारा 17 की उपधारा (1) के उपबंध लागू होंगे उसके संबंध में लागू होते हैं :—

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (एकड़ में)		
(1)	(2)	(3)	(4)	(5)	(6)
दुर्ग	डौंडीलोहारा	केंवटनवागांव प.ह.नं. 14	3.77	कार्यपालन यंत्री, खरखरा मोहदीपाट परियोजना संभाग, दुर्ग (छ. ग.).	खरखरा मोहदीपाट परि. के अंतर्गत केंवटनवागांव माइनर क्र. 3 के निर्माण हेतु.

भूमि का नक्शा (प्लान) अनुविभागीय अधिकारी (राजस्व), डौंडीलोहारा के कार्यालय में देखा जा सकता है.

दुर्ग, दिनांक 29 दिसम्बर 2003

क्रमांक 2123/ले. पा./2003/भू-अर्जन.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अत: भू-अर्जन अधिनियम, 1894 (क्र. एक सन् 1894) की धारा 4 की उपधारा (1) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है. राज्य शासन यह भी निर्देश देता है कि उक्त अधिनियम की धारा 5-अ के उपबंध उक्त भूमि के संबंध में लागू नहीं होंगे, क्योंकि उसकी राय में उक्त अधिनियम की धारा 17 की उपधारा (1) के उपबंध लागू होंगे उसके संबंध में लागू होते हैं :—

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (एकड़ में)		
(1)	(2)	(3)	(4)	(5)	(6)
दुर्ग	डौंडीलोहारा	पिनकापार प.ह.नं. 17	3.99	कार्यपालन यंत्री, खरखरा मोहदीपाट परियोजना संभाग, दुर्ग (छ. ग.).	खरखरा मोहदीपाट परि. के अंतर्गत पिनकापार माइनर क्र. 1 के निर्माण हेतु.

भूमि का नक्शा (प्लान) अनुविभागीय अधिकारी (राजस्व), डौंडीलोहारा के कार्यालय में देखा जा सकता है.

दुर्ग, दिनांक 29 दिसम्बर 2003

क्रमांक 2123/ले. पा./2003/भू-अर्जन.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अतः भू-अर्जन अधिनियम, 1894 (क्र. एक सन् 1894) की धारा 4 की उपधारा (1) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है. राज्य शासन यह भी निर्देश देता है कि उक्त अधिनियम की धारा 5-अ के उपबंध उक्त भूमि के संबंध में लागू नहीं होंगे, क्योंकि उसकी राय में उक्त अधिनियम की धारा 17 की उपधारा (1) के उपबंध लागू होंगे उसके संबंध में लागू होते है.

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (एकड़ में)		
(1)	(2)	(3)	(4)	(5)	(6)
दुर्ग	डौंडीलोहारा	बिजाभांठा प.ह.नं. 17	9.91	कार्यपालन यंत्री, खरखरा मोहदीपाट परियोजना संभाग, दुर्ग (छ. ग.).	खरखरा मोहदीपाट परि. के अंतर्गत पिनकापार माइनर क्र. 1 एवं 2 के निर्माण हेतु.

भूमि का नक्शा (प्लान) अनुविभागीय अधिकारी (राजस्व), डौंडीलोहारा के कार्यालय में देखा जा सकता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
आई. सी. पी. केशरी, कलेक्टर एवं पदेन अति. सचिव.

कार्यालय, कलेक्टर, जिला जांजगीर-चांपा, छत्तीसगढ़ एवं पदेन उप-सचिव, छत्तीसगढ़ शासन, राजस्व विभाग

जांजगीर-चांपा, दिनांक 22 नवम्बर 2003

क्रमांक-क/भू-अर्जन/16.—चूंकि राज्य शासन को यह प्रतीत होता है कि इससे संलग्न अनुसूची के खाने (1) से (4) में वर्णित भूमि की अनुसूची के खाने (6) में उसके सामने दिये गये सार्वजनिक प्रयोजन के लिये आवश्यकता है, अथवा आवश्यकता पड़ने की संभावना है. अतः भू-अर्जन अधिनियम, 1894 (क्रमांक सन् 1894) संशोधित भू-अर्जन अधिनियम, 1984 की धारा 4 की उपधारा (1) के उपबन्धों के अनुसार सभी संबंधित व्यक्तियों को इसके द्वारा इस आशय की सूचना दी जाती है कि राज्य शासन, इसके द्वारा, अनुसूची के खाने (5) में उल्लेखित अधिकारी को उक्त भूमि के संबंध में उक्त धारा 4 की उपधारा (2) द्वारा दी गई शक्तियों का प्रयोग करने के लिए प्राधिकृत करता है. राज्य शासन यह भी निर्देश देता है कि उक्त अधिनियम की धारा 5-अ के उपबंध उक्त भूमि के संबंध में लागू नहीं होंगे, क्योंकि उसकी राय में उक्त अधिनियम की धारा 17 की उपधारा (1) के उपबंध उसके संबंध में लागू होते हैं :—

अनुसूची

भूमि का वर्णन				धारा 4 की उपधारा (2) के द्वारा प्राधिकृत अधिकारी	सार्वजनिक प्रयोजन का वर्णन
जिला	तहसील	नगर/ग्राम	लगभग क्षेत्रफल (हेक्टेयर में)		
(1)	(2)	(3)	(4)	(5)	(6)
जांजगीर-चांपा	सक्ती	अरजुनी प.ह.नं. 10	2.942	कार्यपालन यंत्री, मिनीमाता बांगों नहर संभाग, खरसिया, जिला-रायगढ़.	अरजुनी सब माइनर.

भूमि का नक्शा (प्लान) भू-अर्जन अधिकारी, हसदेव परियोजना सक्ती/जांजगीर के कार्यालय में देखा जा सकता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
एम. आर. सारथी, कलेक्टर एवं पदेन उप-सचिव.

कार्यालय, कलेक्टर, जिला रायगढ़, छत्तीसगढ़ एवं पदेन उप-सचिव, छत्तीसगढ़ शासन राजस्व विभाग

रायगढ़, दिनांक 9 दिसम्बर 2003

भू-अर्जन प्रकरण क्रमांक 01/अ-82/2003-04.—चूंकि राज्य शासन को इस बात का समाधान हो गया है कि नीचे दी गई अनुसूची के पद (1) में वर्णित भूमि की अनुसूची के पद (2) में उल्लेखित सार्वजनिक प्रयोजन के लिए आवश्यकता है. अत: भू-अर्जन अधिनियम, 1894 (क्रमांक एक सन् 1984)की धारा 6 के अन्तर्गत इसके द्वारा यह घोषित किया जाता है कि उक्त भूमि की उक्त प्रयोजन के लिए आवश्यकता है :—

अनुसूची

(1) भूमि का वर्णन-
- (क) जिला-रायगढ़
- (ख) तहसील-खरसिया
- (ग) नगर/ग्राम-सरवानी
- (घ) लगभग क्षेत्रफल-2.756 हेक्टेयर

खसरा नम्बर	रकबा (हेक्टेयर में)
(1)	(2)
523	0.016
631/3	0.024
522/2	0.239
525/1	0.081
549	0.250
551/1	0.061
552/4	0.202
553/1	0.061
551/9	0.154
551/10	0.138
597/1	0.202
596/1	0.089
595	0.040
590/1	0.081
632/1	0.105
632/6	0.081
632/7	0.162
591/1	0.061
591/2	0.049
592/1	0.081
592/3	0.049
592/2	0.113
631/2	0.053
632/9	0.202
632/4	0.162
योग 25	2.756

(2) सार्वजनिक प्रयोजन जिसके लिए आवश्यकता है-टर्न की पद्धति से खरसिया शाखा नहर के वितरण एवं लघु नहर हेतु.

(3) भूमि का नक्शा (प्लान) अनुविभागीय अधिकारी (राजस्व), खरसिया के कार्यालय में देखा जा सकता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
सुबोध कुमार सिंह, कलेक्टर एवं पदेन उप-सचिव.

कार्यालय, कलेक्टर, जिला जांजगीर-चांपा, छत्तीसगढ़ एवं पदेन उप-सचिव, छत्तीसगढ़ शासन राजस्व विभाग

जांजगीर-चाम्पा, दिनांक 12 दिसम्बर 2003

क्रमांक 18/सा-1/सात.—चूंकि राज्य शासन को इस बात का समाधान हो गया है कि नीचे दी गई अनुसूची के पद (1) में वर्णित भूमि की अनुसूची के पद (2) में उल्लेखित सार्वजनिक प्रयोजन के लिए आवश्यकता है. अत: भू-अर्जन अधिनियम, 1894 (क्रमांक 1 सन् 1894) संशोधित भू-अर्जन अधिनियम, 1984 की धारा 6 के अन्तर्गत इसके द्वारा यह घोषित किया जाता है कि उक्त भूमि की उक्त प्रयोजन के लिए आवश्यकता है :—

अनुसूची

(1) भूमि का वर्णन-
- (क) जिला-जांजगीर-चाम्पा (छत्तीसगढ़)
- (ख) तहसील-सक्ती
- (ग) नगर/ग्राम-केरीबंधा, प. ह. नं. 7
- (घ) लगभग क्षेत्रफल-2.860 हेक्टेयर

खसरा नम्बर	रकबा (हेक्टेयर में)
(1)	(2)
316/6	0.040

(1)	(2)
316/7	0.008
286/2	0.113
284	0.004
286/4	0.158
290	0.097
257	0.065
249/2	0.012
251	0.045
254	0.024
263	0.020
264	
265/2	
291	0.057
292	
293	0.101
270	0.065
274/1	0.040
274/2	0.065
286/1	0.065
271	0.097
266	0.040
252	0.101
250/1	0.016
186/2	0.109
265/1	0.028
250/2	0.016
249/3	0.016
249/1	0.057
249/4	0.049
190/3	0.028
190/4	0.036
571	0.191
190/2	0.008
191	0.065
192	0.089
193	0.332
181	0.061
182	0.020
203	0.130
180	0.162
572/1	0.040
578/2	0.020
574/3	0.032
574/4 क	0.065
574/2	0.057
574/1	0.008
574/4 ख	0.008
योग	2.860

(2) सार्वजनिक प्रयोजन जिसके लिए आवश्यकता है-बगडेवा माइनर नहर निर्माण हेतु.

(3) भूमि का नक्शा (प्लान) का निरीक्षण भू-अर्जन अधिकारी, हसदेव परियोजना जांजगीर के कार्यालय में किया जा सकता है.

जांजगीर-चाम्पा, दिनांक 12 दिसम्बर 2003

क्रमांक 17/सा-1/सात.—चूंकि राज्य शासन को इस बात का समाधान हो गया है कि नीचे दी गई अनुसूची के पद (1) में वर्णित भूमि की अनुसूची के पद (2) में उल्लेखित सार्वजनिक प्रयोजन के लिए आवश्यकता है. अत: भू-अर्जन अधिनियम, 1894 (क्रमांक 1 सन् 1894) संशोधित भू-अर्जन अधिनियम, 1984 की धारा 6 के अन्तर्गत इसके द्वारा यह घोषित किया जाता है कि उक्त भूमि की उक्त प्रयोजन के लिए आवश्यकता है :—

अनुसूची

(1) भूमि का वर्णन-

(क) जिला-जांजगीर-चाम्पा (छत्तीसगढ़)

(ख) तहसील-सक्ती

(ग) नगर/ग्राम-सरजूनी, प. ह. नं. 9

(घ) लगभग क्षेत्रफल-1.408 हेक्टेयर

खसरा नम्बर (1)	रकबा (हेक्टेयर में) (2)
184	0.028
182/4	0.077
175	0.004
172	0.174
174	0.377

(1)	(2)
101 126	0.296
87/1	0.024
49	0.040
90/2	0.004
48	0.117
46	0.008
50	0.085
47	0.109
93	0.065
योग	1.408

(2) सार्वजनिक प्रयोजन जिसके लिए आवश्यकता है-बगडेवा माइनर नहर निर्माण हेतु.

(3) भूमि का नक्शा (प्लान) का निरीक्षण भू-अर्जन अधिकारी, हसदेव परियोजना जांजगीर के कार्यालय में किया जा सकता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
एम. आर. सारथी, कलेक्टर एवं पदेन उप-सचिव.

विभाग प्रमुखों के आदेश

CHHATTISGARH STATE PERMANENT LOK ADALAT FOR RETIRAL BENEFITS SCHEME 2003

Bilaspur, the 8th December 2003

No. 2454/S. L. S. A./03.—In exercise of powers conferred by clause (g) of Section 2 read with clauses (a) and (b) of sub-section (2) of Section 7 of the Legal Services Authorities Act, 1987 (No. 39 of 1987), the State authority hereby makes the following Scheme, namely :—

1. **Short title.**—This scheme may be called the permanent and continuous Lok Adalat for Post Retiral Benefit Scheme, 2003.

2. **Definitions.**—In these Rules, unless the context otherwise requires.—

(a) "Act" means the Legal Services Authorities Act, 1987 (No. 39 of 1987);

(b) "Chairman" means the Executive Chairman of the State authority;

(c) "Patron-in-Chief" means the Chief Justice of the Chhattisgarh High Court;

(d) "State Authority" means the State Legal Services Authority constituted under Section 6 of the Act;

(e) "Secretary" means the Legal Aid Officer posted at the station where such Lok Adalat is organised.

(f) Words and expressions used in this scheme but not defined shall have the meaning respectively assigned to them in the Act.

3. **Notice of the parties concerned.**—The Secretary of the Lok Adalat shall inform every litigant, whose case is referred to the Lok Adalat, well in time so as to afford him, an apportunity to prepare himself for the Lok Adalat.

Explanation.—In pending matters, notice to the Counsel may be treated as information to litigant.

4. **Composition of the Lok Adalat.**—The Authority shall constitute a Bench of Lok Adalat comprising two or three of the following :—

(i) Retired Judicial Officer who had served as a Member of Higher Judicial Services.

(ii) A member of the Legal profession; and

(iii) A person who had served in the Treasury and Accounts department as Deputy Director or held office of a higher rank.

5. **Summoning of Records and the responsibility for its safe custody** :—(1) The Secretary of the Lok Adalat may call for the Judicial records of pension cases from the concerned authorities.
(2) If any matter is referred to the Lok Adalat at the pre-litigation state, the version of each party shall be obtained by the Secretary to be placed before the Lok Adalat.
(3) The Secretary shall be responsible for the safe custody of the records from the time he receives them from the Court till they are returned.
(4) Each authority is supposed to co-operate in transmission of the records.

6. **Functioning of the Lok Adalat.**—(1) The Secretary may prepare a 'cause list' for each bench of the Lok Adalat and the same shall be duly notified to all concerned.

(2) Every Bench of the Lok Adalat shall make sincere efforts to bring about a conciliatory, settlement in every case put before it without any duress threat or undue influence, allurement or misrepresentation.

7. **Holding of Lck Adalat.**—A Lok Adalat may be organized at such time and place, on closed Saturdays, Sundays and holidays as the State Authority deems appropriate.

8. **Procedure for effecting compromise or settlement at Lok Adalat.**—(1) Every Award or order of the Lok Adalat shall be signed by the panel constituting the Lok Adalat.

(2) The original award or order shall form part of the judicial records and a copy of the award or order shall be given to each of the parties duly certified to be true by the Bench of Lok Adalat.

9. **Award/Order to be categorical and Lucid.**—(1) Every award or order of the Lok Adalat shall be categorical and lucid and shall be written in the language used in the local courts.

(2) The parties to the dispute shall be required to affix their signatures or, as the case may be, thumb impression on the award or order of the Lok Adalat.

10. **Compilation of results.**—At the conclusion of session of the Lok Adalat, the Secretary shall compile the results in the Annexed proforma for submission to the State Authority.

11. **Remunerations to Officers & Staff of the Lok Adalat.**—(1) Every member of the Bench of Lok Adalat shall be entitled to remuneration at the rate of Rs. 400/- (Rs. Four Hundred only) and conveyance allowance at the rate of Rs. 100/- (Rs. Hundred only) per sitting.

12. **Procedure for maintaining record of cases referred to in Section 20 of the Act.**—(1) The Secretary shall maintain a Register wherein all the cases received by him by way of reference to the Lok Adalat shall be entered giving particulars of :

(i) Date of the receipt

(ii) Category and subject-wise nature of the case.

(iii) Such other particulars as may be deemed necessary; and

(iv) Date of Settlement and return of the case file.

(2) When the case is finally disposed of by the Lok Adalat, an appropriate entry will be made in the register.

13. **Budget.**—(1) The expenditure for Lok Adalat Scheme shall be defrayed out of the "Plan" expenditure and may be made out of the grants received by the District Authority.

PROFORMA

For Disposal of cases in Lok Adalat

S. No.	Name of Place	Date of Holding of Lok Adalat	No. of Cases Disposed of		
			Civil	Claims	Criminal
(1)	(2)	(3)	(4)	(5)	(6)
		Total			

CHHATTISGARH LEGAL ASSISTANCE TO PERSONS IN CUSTODY SCHEME, 2003

In exercise of the powers conferred by clause (g) of Section 2 read with clause (a) of sub-section (2) of Section 7 and Section 12 (g) of the Legal Services Authorities Act, 1987, the State Authority hereby makes the following Scheme, namely :—

(1) The Scheme may be called the Legal Assistance to Person in Custody Scheme, 2003.

(2) (a) Act means Legal Services Authority Act, 1987 (No. 39 of 1987).

(b) District Authority means District Legal Services Authority constituted under Section 9 of the Act.

(c) Person in custody shall have the same meaning as defined in Section 12 (g) of the Act.

(3) The District Authority shall appoint one panel lawyer for each Court of Magistrate or more, depending upon the quantum of remand cases received each day, for defending persons in Custody.

(4) Such panel lawyer should have put in at least 5 years of practice at the bar.

(5) It would be duty of the lawyer so appointed to appose remand, apply for bail and move miscellaneous applications as may be required.

(6) It shall be duty of lawyer so appointed to remain present during remand hours and such hour as may be directed by Court concerned.

(7) The District Legal Services Authority shall insist upon certificate from the Courts concerned about the regular attendance of the penal lawyer concerned.

(8) A lawyer so appointed shall be paid a fixed remuneration of Rs. 1000/- per month for discharging his functions, in addition to incidental charges.

(9) The District Authority shall give vide publicity to this scheme and display boards out side the Court room. The boards should also disclose the names' of panel lawyer and his address and that no payment is required to be made by the persons in custody for availing of the services of the lawyer.

(10) Any Legal Aid lawyer demanding remuneration from the aided persons shall be liable to be removed from Panel.

(11) After filing of charge sheet, if the accused is entitled to Legal Aid, the case shall be made over to panel lawyer as per rotation.

By order
Sd/-

(H. S. Markam)
Member Secretary
C.G. State Legal Service
Authority, Bilaspur.